

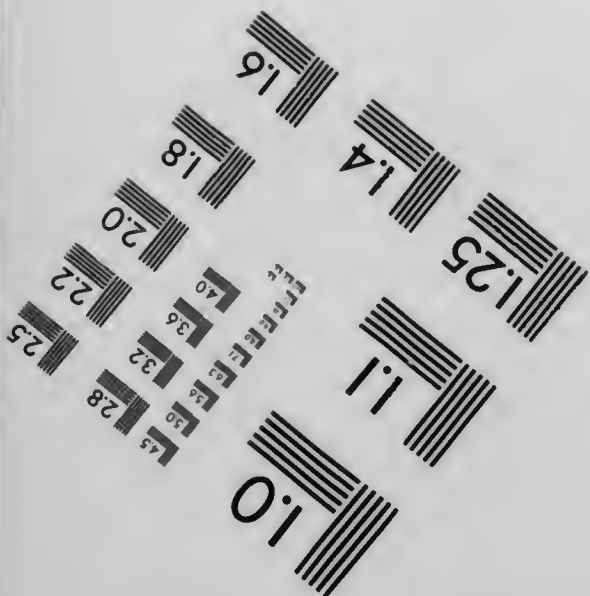
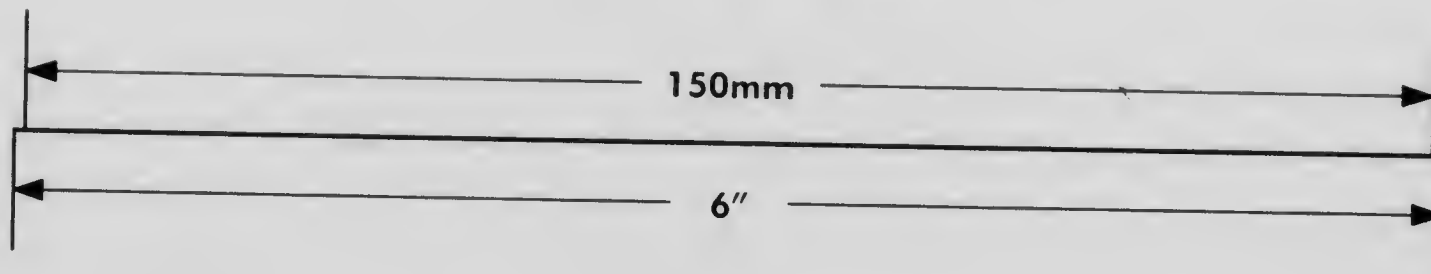
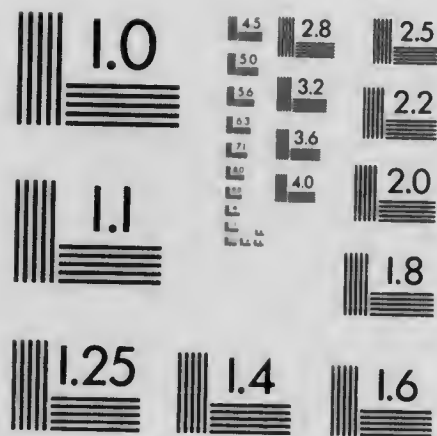
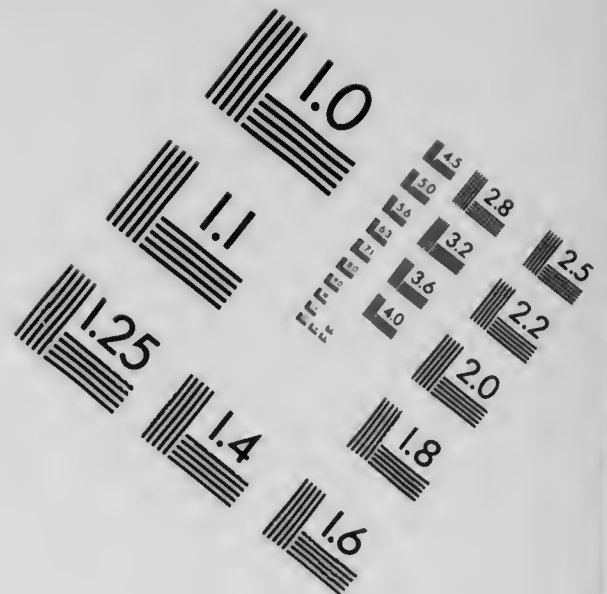
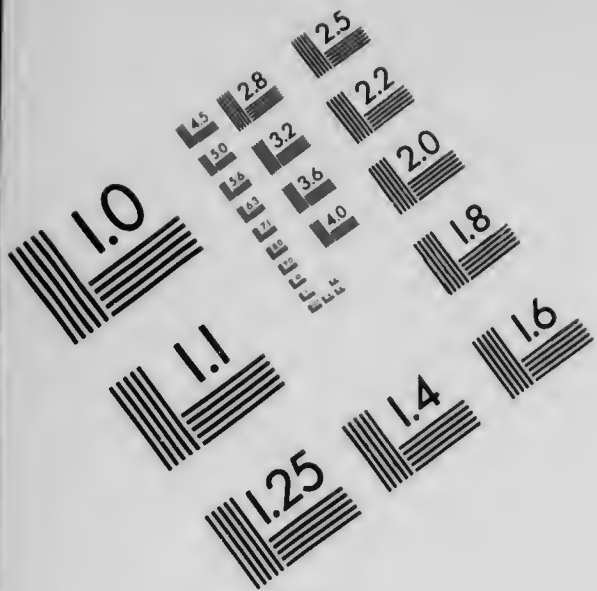
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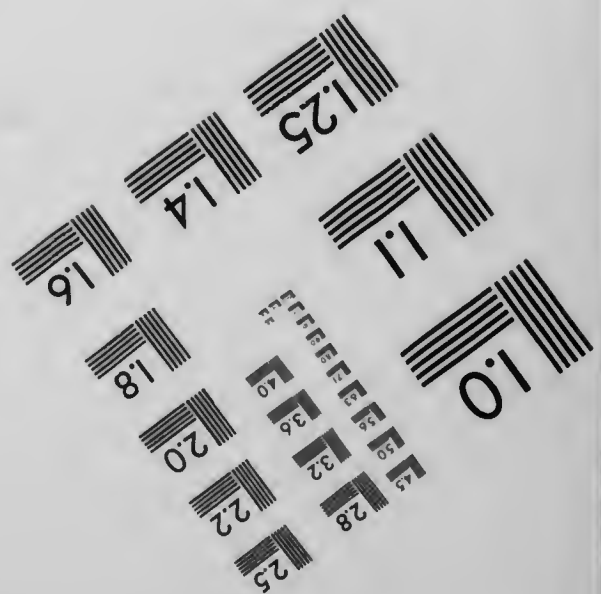
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BOARD OF TRUSTEES

ADMINISTRATIVE MINUTES

MAY 18, 1998 - MAY 23, 2000

CORPORATION MINUTES

JAN 26, 1998 - MAY 23, 2000

BOSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

ADMINISTRATIVE

MINUTES

May 18, 1998

-

May 23, 2000

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Monday, May 18, 1998

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Tea Room of the McKim Building at 8:15 a.m.

Present at the meeting were Trustees William M. Bulger, Libby Lai-Bun Chiu, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Dr. Em Claire Knowles, Vice Chair, Examining Committee; Karyn Wilson, President, Blake Jordan, Director of Development, and Tara Evin, Public Relations and Events Coordinator, the Boston Public Library Foundation; Mr. Kenneth J. Mickiewicz, Attorney to the Trustees; staff, public, and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The Chairman proposed that items one through four on the order of business relating to enabling votes for the signing of bills, special drafts, and payrolls, contracts approved by the Board, and authorizing routine operating procedures would be voted on as a block. Then, on a motion duly made and seconded, the following items were voted on as follows:

- "VOTED: that, any member of the Board of Trustees or, the President, the Chief Financial Officer, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the library."
- "VOTED: that, until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Board, the President, the Chief Financial Officer, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."
- "VOTED: that, we, the Trustees of the Boston Public Library, having appointive authority over the Civil Services personnel at the library, do appoint the Chairman of this Board, to hold and conduct

hearings in accordance with Chapter 31 of the General Laws
whenever the said hearings are deemed necessary;

and
further

“VOTED: that, in the unavailability of the Chairman, the Vice Chairman, is hereby authorized to conduct the above-mentioned hearing.”

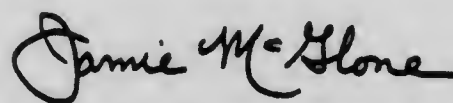
“VOTED: that, until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer, or the Secretary be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all such officers or employees below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salaries and wage scales as currently established by vote of the Trustees, said appointments and changes in remunerations to be reported to the Trustees at the meeting following any such appointment or change for confirmation.”

and

“VOTED: that, until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer be, and hereby is, authorized to sign on behalf of the Board in the approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1998-1999 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1998-1999, as shall be approved by the Board of Trustees.”

There being no further business, the meeting of the Administrative Agency adjourned at 8:22 a.m.

Respectfully submitted,



Jamie McGlone
Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Monday, June 22, 1998

A Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Children's Room of the Grove Hall Branch Library, 22 Crawford Street, Dorchester, MA at 5:08 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle, and William O. Taylor.

Also present were BPL President Bernard A. Margolis; members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Karyn Wilson, President, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Jennifer Snyder and Kimberly Cohen, Attorneys from Hale and Dorr; Patricia Carrington, President of the Friends of the Grove Hall Branch Library; staff, public and representatives from the Grove Hall and North End Branch Library Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Annual Meeting of May 18, 1998. On a motion duly made and seconded, the Minutes for the Annual Meeting of May 18, 1998 were approved.

The Chairman provided background information on the proposed award of two contracts relating to the provision of Preventative Maintenance of HVAC Services and for the inspection, testing and treatment of HVAC water, glycol and steam systems. Then, on a motion duly made and seconded, it was

"VOTED: to extend the contractual agreement with Johnson Controls World Services, Inc. for providing Preventive Maintenance of HVAC Services throughout the various units of the Boston Public Library System for such period as the President may desire, not in any event to exceed six months beginning July 1, 1998 through December 31, 1998, at a cost per month not to exceed \$40,362."

"VOTED: that, there be entered into with Neponset Chemical and Engineering, Inc., 25 East Hoyle Street #275, Norwood, Massachusetts 02062, the lowest eligible and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for the inspection, testing and treatment of HVAC water, glycol and steam systems during the period July 1, 1998, through June 30, 1999, at a total cost not to exceed ten thousand eighty dollars and no cents (\$10,080.00)."

Ms. Hogan then introduced the staff of the Grove Hall Branch and presented a report on the resources and services available at the Library. Noting that the community was very pleased to have the Board hold their meeting at the Branch, Ms. Hogan then provided a history of library service in Grove Hall beginning in 1953 to the present site, which was built in 1970.

Nearly eleven years ago, Ms. Hogan said the building was a total disaster including major roof leaks damaged carpeting and serious difficulty with the original lights installed in the building. At that time, with the help and vision of Ms. Loke, efforts were undertaken to completely refurbish the building including making it handicapped accessible four years ago. Ms. Hogan was also pleased to report that the staff of the branch has a combined experience of well over one hundred years.

Ms. Patricia Carrington, President of the Friends of the Grove Hall Branch, welcomed the Board and paid tribute to the warm and inviting staff of the branch. The Friends' maintain a very high level of enthusiasm and commitment to enhance the services and resources of the Branch.

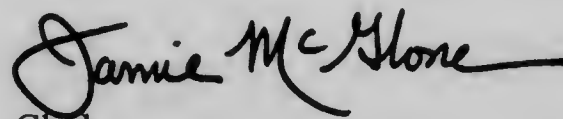
Among the various long-term projects the group would like to undertake is to replace the piece of public art in front of the Library which has been missing since 1976. The Friends' requested assistance from the Trustees in support of their application to the Edward Ingersoll Browne Fund, which is a city trust fund that supports outdoor public art, sculpture and gardens.

Ms. Carrington noted that the Browne Fund requires an organization to sign a maintenance agreement contingent upon the Friends' receiving any funds. In addition, the Friends' plan to have an inclusive process to allow the community to decide what they want to replace the public art.

Following discussion among the Board, the Trustees agreed to support the Friends' application to the Browne Fund and asked the President to work with them in their pursuit of funding for the project. Ms. Hogan then reported that the Friends' had planted a couple of hydrangea bushes outside the Library as a historical note for the meeting of the Trustees' at the Branch Library. The Board then expressed their appreciation to the Friends' for their thoughtful gesture.

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session. The Meeting of the Administrative Agency adjourned at 5:21 p.m.

Respectfully submitted,


Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, September 29, 1998

A Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:10 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle, and William O. Taylor.

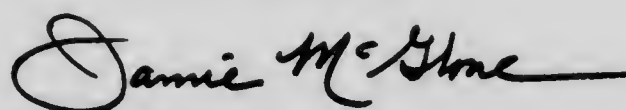
Also present were BPL President Bernard A. Margolis; Karyn Wilson, President, and Blake Jordan, Director of Development, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Dr. Em Claire Knowles, Vice Chair, Examining Committee; Vivian K. Spiro, Chair, Associates of the BPL; David Burnham, Partner, Burnham Rosen Group; Joseph Dabek, Director, Consulting Partnerships, Boston Management Consortium; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of June 22, 1998. On a motion duly made and seconded, the Minutes for the Regular Meeting of June 22, 1998 were approved.

There being no further business, the meeting of the Administrative Agency adjourned at 10:15 a.m.

Respectfully submitted,



Jamie McGlone
Clerk to the Trustees

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
East Boston Branch Library
Monday, November 23, 1998

A Meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency was held at the East Boston Branch Library, 276 Meridian Street, East Boston, MA at 4:50 p.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Ms. Merita Hopkins, Corporation Counsel, City Law Department; Ms. Karyn Wilson, President, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Mr. Andrew Hudak, Deputy Director, and Ms. Maureen Anderson, Site Coordinator, Department of Neighborhood Development; Mr. Stephen Johnson, Project Manager, and Richard Waters, Principal Library Consultant, Hardy Holzman Pfeiffer Associates; and BPL staff members, the public and representatives from the Friends of the East Boston Branch Library.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of September 29, 1998. On a motion duly made and seconded, the Minutes for the Regular Meeting of September 29, 1998 were approved.

The Chairman provided background information on the proposed award of contracts related to the Boston Public Library's flood damage clean-up, which the President alluded to in the meeting of the Corporation. The Chairman noted that these contracts are pursuant to an agreement with the City of Boston to reimburse the Library for the costs associated with each contract totaling \$1,283,188.00. Then, on a motion duly made and seconded, it was

"VOTED: to authorize President Bernard A. Margolis to enter into the following Contracts listed below related to the Boston Public Library's Flood Damage Clean-up; pursuant to agreement with the City of Boston to reimburse the Library costs associated with each contract:

Vendor	Emergency Scope	Not To Exceed
ServiceMaster Services, Inc.	Site clean-up, load materials	\$366,857.00
Munters Corporation	Treat materials, clean materials	\$538,600.00
So. Shore Elevator	Back in service repairs	\$125,986.00

Joy Electrical Co., Inc.	Repairs, test facilitation, replace apparatus failing code compliance	\$150,000.00
National Electrical Testing & Service, Inc.	Infra red testing of electrical apparatus	\$ 10,284.00
Interstate Rental Service	Initial triage equipment, supplies	\$ 41,207.00
Shield Pack, Inc.	Record jackets, materials	\$ 30,000.00
M. J. Industries	Shelving	\$ 20,254.00
Total:		\$1,283,188.00

The Chairman expressed appreciation to Branch Librarian Ms. Timothea McDonald for hosting the Trustees' meeting and invited her to give a presentation on the resources and services provided at the East Boston Branch Library.

Ms. McDonald thanked the Board for holding the meeting at the Branch and for coming out to the East Boston Branch which holds the distinction of being the first municipally funded public branch library in the United States.

The branch has a staff of five consisting of a branch librarian, children's librarian, generalist and two library assistants. With regard to its collection, the branch maintains a vast East Boston historical collection that is indexed, cataloged and housed in preservation boxes and used primarily by students from MIT and Harvard University as well as local residents. In addition, there is a large collection of books and materials on clipper ships given East Boston's role as a port in the early Colonial period which has grown to be a booming port today.

Throughout its history, East Boston has always been a diversified community which continues today attracting people immigrating from all over the world including China, Russia, France, Indo China and Southeast Asian countries. The branch staff works very closely with these groups as well as with the East Boston Social Center, Neighborhood Health Center and with various local businesses.

The branch offers a wealth of programming activities including: parent discussion groups that run concurrently with pre-school story time; monthly adult book discussion groups; monthly book club meetings for children, a Summer reading program and reading readiness activities; and Scholastic Aptitude Test preparation classes and financial aid programs for young adults.

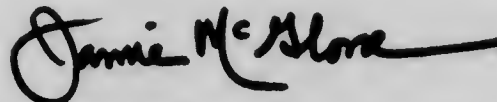
Ms. Susan Peltier, representing the Friends of the East Boston Branch Library, welcomed the Board to the community and to the branch library. Alluding to the references to the four main ideas about the identity of the library that were presented in the discussion of the Master Plan and Programming Study for the Central Library, Ms. Peltier said that the East Boston Branch successfully meets all four criteria. Among its various roles, the branch serves as a traditional library with a focus on children, functions as a community resource center; and embraces the technology transformation as a 21st Century Library.

In other business, Mrs. Gaines shared a variety of staff accolades including: **Mr. Garland McLaughlin**, Parker Hill Branch Librarian, has a collection of photographs on exhibit at the Massachusetts College of Art, November 13 – December 13, 1998 as part of their 125th Anniversary; **Ms. Elaine James**, Dudley Branch Librarian, was honored with the Crispus Attucks Community Service Award from the Tri-Ad Veterans League on November 1, 1998; and the First Annual **Karen L. Williams Memorial Lecture**, co-sponsored by the BPL, Dudley Branch and the Massachusetts Black Librarians Network, was held on November 7, 1998 at the Dudley Branch Library.

In addition, Mrs. Gaines announced that the Honors Committee at Simmons College in Boston wishes to recognize the Board of Trustees of the Boston Public Library for the work that they have done in support of libraries. To this end, they plan to grant an Honorary Degree to Mrs. Gaines, and because it is an honor on behalf of the Board's contributions, Mrs. Gaines invited the Trustees to the Commencement exercises on Sunday, May 16, 1999 at Simmons College. The Board then expressed congratulations to Mrs. Gaines on her selection as the recipient of an Honorary Degree.

There being no further business, the meeting of the Administrative Agency adjourned at 5:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jamie McGlone", with a long horizontal flourish extending to the right.

Jamie McGlone
Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, January 19, 1999

A Meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:34 a.m.

Present at the meeting were Trustees William M. Bulger, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Prudence S. Crozier, Vice Chair, and Ms. Karyn Wilson, President, the Boston Public Library Foundation; Ms. Vivian K. Spiro, Chair, Associates of the BPL; Mr. Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Mr. John Delaney, Senior Partner, and Ms. Pamela Coravos, Counsel, Hale and Dorr; Mr. Scott Garren, President, Garren Shay Associates; Mr. Gunars Rutkovskis, Assistant Director for Resources and Research Library Services, Ms. Roberta E. Zonghi, Keeper of Rare Books and Manuscripts, and Ms. Mary Beth Dunhouse, Coordinator of Special Projects and Collections, the Boston Public Library; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of November 23, 1998. On a motion duly made and seconded, the Minutes for the Regular Meeting of November 23, 1998 were approved.

The Chairman provided background information relating to three telephone votes that were conducted by the Clerk on December 29, 1998 with respect to three proposed contracts concerning the provision of HVAC systems, book and delivery services, and the procurement of Library materials. Then, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Balco, Inc. 306 Northern Avenue, P.O. Box 9022, Boston, MA 02205-9022, the lowest responsible and eligible bidder, a contract, publicly advertised, for Preventive Maintenance and Repair of the HVAC Systems, throughout the Public Library System of the City of Boston, for the period commencing January 1, 1999, and ending June 30, 2001, at a total cost not to exceed two million six hundred twelve thousand eight hundred and twenty-eight dollars and sixty-seven cents (\$2,612,828.67). The cost for the first fiscal year (1999), a total of 26 weeks, is not to exceed five hundred seventeen thousand seven hundred-forty dollars and eighty cents (\$517,740.80). The total cost for fiscal year 2000 is not to exceed one million thirty nine thousand five hundred twenty

two dollars and eighty eight cents (\$1,039,522.88) and 2001 is not to exceed one million fifty five thousand five hundred and sixty four dollars and ninety nine cents (\$1,055,564.99)."

"VOTED: to authorize President Bernard A Margolis to enter into a contract with Brookline Transportation Co., Inc., 675 Canton Street, Norwood, MA 02062, at a total cost not to exceed sixteen thousand five dollars and fifty cents (\$16,005.50), for book packing and delivery relating to the Boston Public Library's Flood Damage Clean-up; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the Flood Damage Clean-up."

"VOTED: that without public advertising, contracts be entered into for the purchase of Library materials pursuant to the authority of General Law Chapter 30B, S.7. to the vendors listed herein (including any subsidiaries or agents) for the period July 1, 1998 through June 30, 1999 in an amount not to exceed the total appropriated amount of \$2,929,197.00." (list attached of library vendors)

The President provided background information on the proposed award of contract for a new telephone and voice messaging system, contingent upon receipt of Federal Universal Service Funds, from the Schools and Libraries Corporation. Then, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Shared Technologies Fairchild, 755 Dedham Street, Canton, MA 02021, the lowest responsible and eligible bidder for the publicly advertised contract for Telephone and Voice Messaging Systems, throughout the Public Library System of the City of Boston, for the period commencing July 1, 1999 and ending June 30, 2000, at a total cost not to exceed eight hundred and nine thousand five hundred and ninety dollars and no cents (\$809,590.00), contingent upon receipt of Universal Services funding of \$600,000.00."

The Chairman provided background information relating to three requests for room uses at the Boston Public Library from private organizations. The Chairman recalled that the Board has periodically discussed the question of creating a policy relating to room use by outside organizations.

Presently the Library has an *ad hoc* policy that states room use requests would be considered on their merits individually by the Board while the question of having an overall policy remains under discussion between the Chairman, President and representatives from the Boston Consulting Group.

At an appropriate time, the Chairman plans to invite members from the BCG to make a presentation to discuss the broad question of whether it makes sense to devise an overall room use policy that would permit the BPL as a public entity to select and choose among those groups seeking room space.

Meanwhile, the Chairman noted that the Clerk had conducted a telephone poll of the Trustees concerning three specific room use requests that resulted in a vote of five to two in favor of approving these particular requests. In addition, copies of these requests were forwarded to all the Trustees for their review.

The Board then discussed the merits of each room use request. Mr. Taylor pointed out that the request from the lawyer serving as the President elect of the American College of Trust and Estate Counsel was instrumental in the Library receiving the \$1 million gift from the estate of Margaret Rey.

Mr. Bulger expressed preference for and comfort with the continuation of retaining the *ad hoc* policy approach that the Board currently follows in which each room use request is considered on an individual basis based on its merit, until suitable language is fashioned and agreed upon by the Board for an overall policy.

Mr. McCullough expressed that, in principle, he is against any Library policy for room use by outside organizations for a profit. Ms. Gaines expressed concern that the Library does not have a Development Office to oversee an expanded room use program and noted that the Library is "free to all" and a non-profit institution supported by tax dollars.

Ms. Wilson expressed the difficulty for the Foundation around the present *ad hoc* policy to equitably respond to the many inquiries they receive for Library room use because they cannot respond definitively, which has the potential to create a bad feeling about the Library.

Ms. Wilson noted also that many local and national private cultural institutions administer these programs very effectively and are financially very successful, noting that the Kennedy Library and the Museum of Fine Arts net approximately \$1 million per annum. Further, from the administration's view, these programs have increased the public perception of those institutions because it has brought in sectors of the public who otherwise might not have any other connection to the institution.

With respect to the implementation of the room use program, the President noted that the assumption is made, in all cases, that library activities and programming are the highest priority and, if approved by the Board, outside requests would be accommodated provided there is space available.

Regarding management of the program, the President said he would begin tracking to determine how much staff time is involved and that he sees it as a chance for the Library to experiment as well as an opportunity for the Library to create a model for

a larger programming effort. In addition, Mr. Dana Rizzotti has overseen a lot of this work in the past and would be the primary contact person for these groups. The Foundation has also offered to help with the administration of the program.

With respect to these requests, the President said the Library has the staff and resources available to manage these three requests and would use this experience as a basis for finding out what resources would need to be expended to develop and adopt a model for a larger room use program.

The Board discussed further the benefits and shortcomings that an expanded room use policy would bring to the Library. The Board then agreed to consider discussion of an overall room use policy at a future Trustees' Meeting. On the recommendation of the Chairman, it was agreed to consider each of the room requests separately. Then, on a motion duly made and seconded, it was

"VOTED: not to approve the request by Ms. Elizabeth Reilinger, PhD., President /CEO, Crittenton Hastings House, for use of library space as outlined in the enclosed correspondence."

Then, on a motion duly made and seconded, it was

"VOTED: to approve the request by Mr. Samuel W. Bodman, Chairman/CEO, Cabot Corporation for use of library space as outlined in the enclosed correspondence."

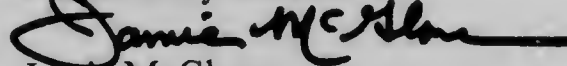
And further,

"VOTED: to approve the request by Mr. Hanson S. Reynolds, Esq., President elect, American College of Trust and Estate Counsel, for use of library space as outlined in the enclosed correspondence."

Ms. DePrisco requested that a caveat be included with the two approved room use requests that would require the organizations to sign a form that they agree to take responsibility for any liability, safety and security for the spaces they are going to be occupying. The Chairman replied that those issues would be addressed and that the Library would also draw upon the resources of the Foundation for guidance throughout the process.

There being no other business, the meeting of the Administrative Agency adjourned at 9:50 a.m. Then, on a motion duly made and seconded, it was voted to go into Executive Session to discuss personnel and litigation issues.

Respectfully Submitted,


Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Uphams Corner Branch Library
Tuesday, March 16, 1999

A Meeting of the Trustees of the Public Library of the City of Boston as an Administrative Agency was held at the Uphams Corner Branch Library, 500 Columbia Road, Dorchester, MA at 1:00 p.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Alice Hennessey, Special Assistant to Mayor Menino; Ms. Karyn Wilson, President, and Ms. Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Mark Sweeney, Esq., First Assistant, Corporation Counsel; Ms. Erin Hester, Senior Project Manager, and Ms. Maureen Anderson, Design Manager, Department of Neighborhood Development; Ms. Deborah Ellinger, Vice President, and Mr. Mark Gooley, Consultant, The Boston Consulting Group, Inc.; Ms. Sheila Scott, Branch Librarian, Ms. Kierney Kirby, President, Uphams Corner Branch Library Friends' Group; Ms. Katherine Dibble, Supervisor of Research Library Services; Ms. Beatrice Greene, Library Assistant, Rare Books and Manuscripts; Mr. Joseph Raker, Coordinator of Technical Services; Ms. Diane Fay, Library Assistant Cataloging Department; Ms. Ruth Kowal, Assistant Director and Regional Administrator, Boston Regional Library System; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of January 19, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of January 19, 1999 were approved.

The President provided background information on several proposed awards of contracts for routine operating services and for the provision of services associated with the flood. Then, on a motion duly made and seconded, it was

"VOTED: that, there be entered into with Boston Window & Floor Cleaning, Co., 283 Summer Street, Boston, MA 02210, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L. c. 30B, a contract for Window Cleaning at the Central Library Buildings and at other Library locations during the period of July 1, 1999, through July 30, 2000, at a total cost not to exceed thirty three thousand eight hundred and eighty dollars and no cents (\$33,880.00)."

"VOTED: that, there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire, 03106, the sole eligible, responsive and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the leasing of four (4) panel trucks and four(4) station wagons, as specified, for a multi-year (two (2) year) period beginning July 1, 1999, through June 30, 2000, and on July 1, 2000, at a total cost for the two year period not to exceed one hundred eighty thousand nine hundred and sixty dollars and no cents (\$180,960.00), and the total cost for the first fiscal year (Fiscal Year 2000) not to exceed ninety thousand four hundred eighty dollars and no cents (90,480.00). The monthly lease rate of four panel trucks is \$1,048.00 per vehicle; the monthly lease rate for four station wagons is \$837.00 per vehicle. The monthly lease cost for garaging of three (3) motor vehicles is \$0.00 (no charge) per vehicle per month."

"VOTED: that, there be entered into with Merchants Rent-A-Car, Inc., 1278 Hooksett Road, Hooksett, New Hampshire, 03106, the sole eligible, responsive and responsible bidder in the public bidding, advertised under G.L., C. 30B, a contract for the leasing of one (1) station wagon, for the Boston Massachusetts Regional Library System (BMRLS), for a multi-year (two (2) year) period beginning July 1, 1999, through June 30, 2000, and on July 1, 2000 at a total cost for the two year period not to exceed twenty thousand eighty eight dollars and no cents (\$20,088.00), and the total cost for the first fiscal year (Fiscal Year 2000) not to exceed ten thousand forty four dollars and no cents (\$10,044.00). The monthly lease rate for one station wagon is \$837.00 per vehicle. There will be no garaging of this vehicle."

"VOTED: that, a contract amendment #1 be entered into with Joy Electrical Co., Inc., 248 Copeland Street, Quincy, MA 02269, to provide for emergency electrical work related to restarting the heating system, to enable a drying process so critical to the safe operation of electrical apparatus, all due to the August 15/16, 1998 flood, by increasing Phase I of the contract by \$7,350.00, not to exceed \$47,600.00, by increasing the total of the contract not to exceed \$62,350.00, and extending the contract termination date to April 30, 1999; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood."

“VOTED: that, there be entered into with OccuHealth, Inc., 44 Wood Avenue, Mansfield, MA 02048, the most advantageous and eligible Proposer for the publicly advertised contract for providing an environmental evaluation and monitoring program for the McKim and Johnson buildings of the Boston Public Library, for the period commencing April 1, 1999 and ending March 31, 2000, at the proposal price, at a total cost not to exceed twenty four thousand five hundred dollars and no cents (\$24,500.00); pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood.”

“VOTED: that, a contract amendment #2 be entered into with South Shore Elevator Co., Inc., 30 Pond Park Road, Hingham, MA 02043, for the repairs to the Blagden Street elevator at the main branch of the Boston Public Library, damaged by the August 16, 1998 flood, at an amount not to exceed \$76,536.00. This three (3) year contract, inclusive of this amendment, shall not exceed \$307,162.00; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood.”

“VOTED: that, a contract amendment #3 be entered into with South Shore Elevator Co., Inc., 30 Pond Park Road, Hingham, MA 02043, for the early intervention and assessment of elevator flood damage, pumping water from elevator pits, emergency repair to a level of temporary service, and attendant elevator operation for library personnel and the public, on and about the August 16, 1998 flood, in an amount not to exceed \$8,010.00 and that the three (3) year contract, as so amended, shall not exceed \$315,172.00; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood.”

The Chairman introduced Ms. Sheila Scott, Branch Librarian, Uphams Corner Branch Library who gave a presentation on the resources and services provided by the branch library. Celebrating its Centennial year, Ms. Scott introduced the staff which includes a Children's Librarian, Generalist and two Library Assistants and reported that the branch is now open on Saturdays which has made a tremendous difference in providing services to the community, especially more programming for children.

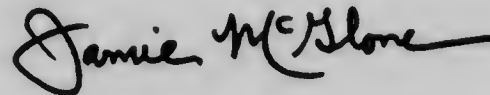
The Chairman welcomed Ms. Kierney Kirby, Acting President, Uphams Corner Branch Library who provided an update on the activities of the Friends' Group. Ms. Kirby's involvement with the branch traces back more than a decade ago when there was a proposed effort toward the curtailment of branch hours. To stem this effort, the

Friends' galvanized support from the community to successfully convince the Trustees and the City to maintain the hours and services that were being provided at the branch.

Ms. Kirby passionately underscored the importance and value of the branch to the community, particularly to children, noting that "they need this Library like water and air" and it is not in any way considered a cultural enhancement. Further, without this branch Library, they would not have access to basic information that a lot of us take for granted, particularly for users in which English is their second language.

Following a round of applause, the Chairman expressed appreciation to Ms. Kirby for her talk and thanked the staff of the branch for hosting the Trustees' Meeting. There being no further business, the meeting of the Administrative Agency adjourned at 3:42 p.m. Then, on a motion duly made and seconded, it was voted to go into Executive Session to discuss personnel and litigation issues.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jamie McGlone". The signature is written in dark ink and is positioned above the printed name.

Jamie McGlone

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Wednesday, May 26, 1999

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:02 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Paul La Camera, Chairman, Karyn Wilson, President, and Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Tim Love, Matt Oudens and Michael LeBlanc, representatives from the architectural firm of Machado and Silvetti; Rose Cleaves, Project Manager, Department of Neighborhood Development; Nancy Grilk, representative from the Allston Community Advisory Committee; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The Chairman proposed that items one through four on the order of business be voted on as a block relating to enabling votes for the signing of bills, special drafts, and payrolls, contracts approved by the Board, appointment of Library President or designee to conduct Civil Service hearings, and authorizing routine operating procedures. Then, on a motion duly made and seconded, the following items were voted on as follows:

"VOTED: any member of the Board of Trustees or, the President, the Chief Financial Officer, designated Assistant Director, or Assistant to the Director be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the library."

"VOTED: until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Board, the President, the Chief Financial Officer, or the Secretary of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

"VOTED: we, the Trustees of the Boston Public Library, having appointive authority over the Civil Services personnel at the library, do appoint the Library President or designee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary."

"VOTED: until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer, or the Secretary, be and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them for the appointment of all such officers or employees below the level of Assistant Director, and to fix the remuneration for all such officers and employees subject to the salaries and wage scales as currently established by vote of the Trustees, said appointments and changes in remuneration's to be reported to the Trustees at the meeting following any such appointment or change for confirmation."

and

"VOTED: until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer, be and hereby is, authorized to sign on behalf of the Board in the approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal 1999 - 2000 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 1999-2000, as shall be approved by the Board of Trustees."

There being no further business, the meeting of the Administrative Agency adjourned at 11:15 a.m.

Respectfully submitted,



Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, May 26, 1999

A Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 11:15 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Paul La Camera, Chairman, Karyn Wilson, President, and Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Tim Love, Matt Oudens and Michael LeBlanc, representatives from the architectural firm of Machado and Silvetti; Rose Cleaves, Project Manager, Department of Neighborhood Development; Nancy Grilk, representative from the Allston Community Advisory Committee; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of March 16, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 16, 1999 were approved.

Mr. William O. Taylor, Chair of the Trustees' Finance Committee, provided background information on the proposed award of several routine operating contracts that were recommended by the Finance Committee. Mr. Taylor noted that the first contract relates to increasing the hourly wage for part-time employees from \$5.25 to \$6.50 due to the tremendous competition out in the workforce; the second contract is a continuation of the existing contract for security; the third contract relates to the procurement of books and other related Library materials.

Then, on the recommendation of the Finance Committee, on a motion duly made and seconded, it was

"VOTED: that the Trustees of the Public Library of the City of Boston, as an agency of the City of Boston, approve an hourly wage increase for part-time employees of the Boston Public Library from \$5.25 to \$6.50. This represents a twenty-four percent (24%) increase, and will increase all other related part-time salary levels by the same amount. There will not be a net increase in the expected budget for part-time employees."

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

"VOTED: that the Trustees enter into an agreement amending (Amendment #1) the existing contract with the firm Halls Diversified, Inc. for furnishing guard and patrol service for the Boston Public Library in accordance with the living wage ordinance of the City of Boston. The additional fee for said services shall be in an amount not to exceed two hundred twenty nine thousand seventeen dollars and eighty-four cents (\$229,017.84). In no event shall the maximum liability under the terms of this contract exceed one million one hundred two thousand six hundred thirty three dollars and eight cents (\$1,102,633.08). The cost for Fiscal Year 1999 is not to exceed four hundred five thousand seven hundred fourteen (\$405,714.00) dollars."

"VOTED: there be entered into a non-advertised contract, as authorized under G.L. c. 30B, Section 7 (a), referred to as "Procurement of Library Books," between, the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and certain other Library bibliographic acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget (\$2,838,907.00) for books and other related Library materials, during the period July 1, 1999 through June 30, 2000."

Mr. Joseph E. Mullaney, Chair of the Trustees' Capital Projects Committee, provided background information on the proposed award of contracts associated with the flood incurred by the Boston Public Library on August 16, 1998.

The proposed contracts relate to the provision of indoor air quality testing, continuation of services in conjunction with remediation of flood damaged materials, provision of document preparedness services, for moving and storage services, and for binding and recasing services to treat flood affected print materials. Mrs. Gaines suggested that a designee be included in the proposed award of contracts. Then, on the recommendation of the Chairman, on a motion duly made and seconded, it was

"VOTED: to authorize President Bernard A. Margolis, or designee, to enter into a contract with ATC Associates, Inc., 600 West Cummings Park, Woburn, MA 01801, for providing indoor air quality testing and soil, water and hazardous materials characterization for the purposes of disclosure, comparisons to known standards and making corrective action recommendations services relating to the flood of August 16, 1998, at the Boston Public Library, at a total cost not to exceed eighteen thousand dollars and no cents (\$18,000.00); pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood."

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

"VOTED: that the Trustees enter into an agreement with Kenneth Black, Consultant, for continued services in conjunction with remediation of flood damaged materials, processing of the insurance claim and facilitation of planning functions due to the flood of August 15, and 16, 1998. The professional consulting services shall be in an amount not to exceed forty thousand (\$40,000.00) dollars for the period of November 1, 1998 through June 30, 1999. In no event shall the maximum liability of the Trustees under the terms of this contract exceed, nor shall the Trustees pay the consultant this contract more, than said forty thousand (\$40,000.00) dollars; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood."

"VOTED: to authorize President Bernard A. Margolis, or designee, to enter into a contract with Document Reprocessors of New York, Inc., 5611 Water Street, Middlesex, New York 14504, for providing emergency counsel and standby preparedness services relating to the flood of August 16, 1998, at the Boston Public Library, at a total cost not to exceed twenty eight thousand dollars and no cents (\$28,000.00); pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood."

"VOTED: to authorize President Bernard A. Margolis, or designee, in conformance with a requirements contract process, to invite interested, responsible and competent persons, firms, or corporations to apply for prequalification on a bidder's list and thereafter enter into a contract or contracts for moving and storage services, as required, to treat flood affected print materials where each procurement of services is less than ten thousand dollars (\$10,000.00) and the total of all such contracts shall not exceed one hundred thousand dollars (\$100,000.00); pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood."

"VOTED: to authorize President Bernard A. Margolis, or designee, in conformance with a requirements contract process, to invite interested, responsible and competent persons, firms, or corporations to apply for prequalification on a bidder's list and thereafter enter into a contract or contracts for binding and recasing services, as required, to treat flood affected print materials where each procurement of services is less than ten thousand dollars (\$10,000.00) and the total of all such contracts shall not exceed thirty thousand dollars (\$30,000.00); pursuant

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

to agreement with the City of Boston to reimburse the Library costs associated with the flood."

The President welcomed and introduced the representatives from the architectural firm of Machado and Silvetti for a presentation on the design plans for a new Allston Branch Library. By way of background, the President said the Library is very excited about this project noting that it is the first new branch library the City of Boston has had for a significant number of years and would restore to the Allston community full library service lacking since 1981.

In addition, the President said the Library is thrilled to have Machado and Silvetti, a world famous Boston-based architectural firm, working on the project in collaboration with the Allston Community Advisory Committee, representatives from the Department of Neighborhood Development, and Ms. Worth Douglas who has given outstanding staff leadership to this project.

Ms. Douglas provided a historical review of the extensive planning process for the new Allston Branch Library, which is slated to open in December 2000. Meanwhile, the final construction documents are due June 21, 1999 with ground breaking planned for September 1999. Mr. Tim Love, lead architect for the project, provided a general overview on the highlights of the branch design plans, referring to an architectural model on display in the Board Room, which is to be located at 300 North Harvard Street, Allston, MA.

The proposed branch building would be built of slate, consist of 20,000 square feet, house a collection of 50,000 titles and include 19 public service computer terminals. In addition, the branch has been designed to include an outdoor Courtyard and Community Room with a separate entrance, at an estimated construction cost of \$4.3 million.

Ms. Hennessey underscored the very extensive community planning process which took place in collaboration with representatives from the Mayor's Office, the Library and DND relating to the building design and selection of the site that has been embraced by the Allston community. In addition, Mrs. Gaines added that former Boston City Councillor Brian McLaughlin worked very hard from the beginning and throughout the entire process to see the project to fruition.

Mr. Patrick Cafferty, BPL Systems Officer, provided an update on Y2K planning activities and initiatives ongoing at the BPL relative to ensuring compliance with the change of the millennium. To this end, Mr. Cafferty outlined the Library's strategy in order to identify all areas, functions, and resources within the organization to prepare and implement a Year 2000 Rectification Project Plan.

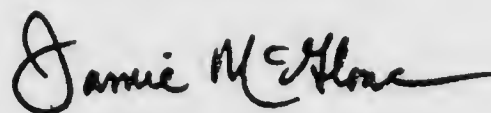
With respect to funding, Mr. Cafferty expressed cautious optimism that the Y2K Oversight Committee at City Hall would support full funding for the Library's Y2K

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

initiatives, which were recommended and approved by the City's Management Information Systems Office.

There being no further business, the meeting of the Administrative Agency adjourned at 11:45 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie McGlone", with a long horizontal flourish extending to the right.

Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, September 21, 1999

A Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:34 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; William Coughlin, President, and Grace Cotter Regan, Vice President of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Erin Hester, Senior Project Manager, and Maureen Anderson, Manager of Programming and Siting, Department of Neighborhood Development; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Annual and Regular Meetings of May 26, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of May 26, 1999 were approved.

The Chairman provided background information on the proposed award of three routine operating contracts that were reviewed and recommended to the Full Board by the Trustees' Finance Committee. Then, on a motion duly made and seconded, it was

"VOTED: that there be entered into with Daltech, Inc., D/B/A Resources Development Computers, 73 Sharp Street, Suite C5-B, Hingham, MA 02043, the lowest eligible, responsive and responsible bidder in the public bidding advertised under G.L. c. 30B, a contract for providing rental and maintenance of Digital Equipment Corporation Data Display Terminals and Keyboards, as specified, for the period beginning September 1, 1999, through June 30, 2000, at a total cost not to exceed eleven thousand six hundred forty dollars and no cents (\$11,640.00)."

"VOTED: that without public advertising, there be entered into with the Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts, a contract for (1) supplying periodicals and serials for the calendar year 2000, and (2) servicing the subscriptions for the individual items throughout the year as specified in the Specifications, and subject to the terms, agreements, and conditions set forth in said contract, at a total

cost not to exceed three hundred six thousand dollars and no cents (\$306,000.00)."

"VOTED: that there be entered into with Siebe Environmental Controls ENE, Inc., 427 Turnpike Street, Canton, MA 02021, a contract to provide upgrade/conversion/extension services to the Energy Management functions currently controlled by the Dimension System, to the SIEBE Network 8000. This system offers the Boston Public Library full communication with each heating, air conditioning and lighting system on the network. In addition, the SIEBE systems will utilize telephone modems to include the Branch Libraries, thus centralizing control. This will bring all hardware and software products used for the Control Upgrade for the Dimension Systems into Year 2000 compliance, at a total cost not to exceed one hundred two thousand four hundred eighty dollars and no cents (\$102,480.00)."

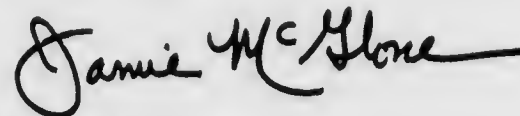
The Chairman provided background information on the proposed award of two contracts associated with the Flood at the BPL that were reviewed and recommended to the Full Board by the Trustees' Finance Committee. Then, on a motion duly made and seconded, it was

"VOTED: to authorize President Bernard A. Margolis to enter into a contract with Delaware Valley Digital Media, 21 W. Highland Ave., Philadelphia, PA 19118, for the emergency stabilization of 3,232 audio cassette recordings exposed to water, from the flood of August 16, 1998 at the Boston Public Library, at a total cost not to exceed twenty four thousand two hundred dollars and no cents (\$24,200.00), required as part of the Boston Public Library's damage cleanup; pursuant to agreement with the City of Boston to reimburse the Library for all costs associated with the flood."

"VOTED: that, a contract amendment #4 be entered into with South Shore Elevator Co. Inc., 30 Pond Park Road, Hingham, MA 02043, for the installation of smoke detectors in the Blagden Street elevator to upgrade the new fire service recall code, due to damage sustained in the flood of August 16, 1998 flood, in an amount not to exceed \$21,702.17 and that the three (3) year contract, as so amended, shall not exceed \$336,874.04, required as part of the Boston Public Library's flood damage clean-up; pursuant to agreement with the City of Boston to reimburse the Library for all costs associated with the flood."

There being no other business, the meeting of the Administrative Agency adjourned at 9:47 a.m. at which time the Board returned to the meeting of the Corporation.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie McGlone". The signature is written in dark ink and includes a long horizontal flourish at the end.

Jamie McGlone
Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Wednesday, November 17, 1999
Kirstein Business Branch

A Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held at the Kirstein Business Branch, 20 City Hall Avenue, Boston, MA at 4:42 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Pamela Coravos, Esquire, Hale and Dorr; William Coughlin, President, and Grace Cotter Regan, Vice President of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Dolores Schueler, Branch Librarian, Kirstein Business Branch; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of September 21, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of September 21, 1999 were approved.

The Chairman invited Ms. Dolores Schueler, Kirstein Business Branch Librarian, to present an overview on the resources and services provided by the branch. Ms. Schueler noted that Mr. Louis Kirstein, an executive at Filene's and former Trustee of the Boston Public Library, donated the money to build and furnish the branch, which opened on May 7, 1930. The architects Putnam and Cox modeled the façade after the Tontine Crescent, a work by Charles Bulfinch.

Ms. Schueler noted that technically the Kirstein Business Branch is a reference department of the Research Library which specializes in business with a primary focus to provide access to information for people's financial needs, and as **Boston Magazine** so aptly put it when the branch was named "**Best Library**" in 1992, Kirstein is "the library that can make you rich."

According to Ms. Schueler, when Kirstein opened in 1930, the country was experiencing its first economic depression. The Branch began acquiring resources which would help enable people to find jobs that ultimately became the primary focus in the first full decade of the branch's existence that remains a major focus today. Other major areas of focus include providing stock information to investors, consumer reports, banking and insurance company ratings, as well as information on starting a small business.

In addition, the Kirstein Business Branch augments the collections in a Corporate Library since many have become "virtual" libraries. The branch also contains an extensive collection of business and investment directories, more than 750 business, trade, and industry journal publications, as well as an ever-growing array of electronic business related databases and access to the Internet.

Ms. Schueler noted also that among some of the Branches' unique resources is an extensive collection of IRS materials including the IRS Code and Regulations, IRS revenue rulings dating back to 1919, and tax forms available in every format.

The staff of six professional librarians and two library assistants provide both in-depth and quick reference service to the public either in person or by telephone. In addition, the Kirstein Business Branch has a Website, which provides access to useful lists of its resources as well as links to other business sites that can be reached at www.bpl.org/www/kbb/kbbhome.html.

The Chairman expressed appreciation to Ms. Schueler and the staff of the Kirstein Business Branch for hosting the Trustees' Meeting. There being no other business, the meeting of the Administrative Agency adjourned at 5:15 p.m.

Respectfully submitted,



Jamie McGlone
Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, January 25, 2000

A Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 9:40 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Angelo Scaccia, Pamela Seigle and William O. Taylor.

Also present were Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Pamela Coravos, Esquire, Hale and Dorr; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of November 17, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of November 17, 1999 were approved.

Mr. William O. Taylor, Chairman of the Trustees' Finance Committee, provided background information on three proposed awards of contracts that were reviewed and recommended by the Finance Committee to the full Board for approval. Then, on a motion duly made and seconded, on the recommendation of the Trustees' Finance Committee, it was

"VOTED: there be entered into with ADT Enterprises, Inc., 4226 Dr. Greaves Road, Grandview, Missouri 64030, the lowest eligible and responsible bidder in the public bidding, as advertised under G. L. c. 30-B, a contract for supplying and delivering bar code labels, as specified, at a total cost not to exceed thirteen thousand nine hundred dollars and no cents (\$13,900.00)."

"VOTED: the Trustees of the Public Library of the City of Boston enter into an Agreement with the Straus Center for Conservation, Fogg Art Museum, Harvard University, Cambridge, Massachusetts 02138, for the testing, cleaning and assessment of the John Singer Sargent murals in the McKim Building of the Boston Public Library, in an amount not to exceed sixty seven thousand six hundred ninety two dollars and ninety three cents (\$67,692.93)."

“VOTED: the Trustees of the Public Library of the City of Boston enter into a Contract with Retro-Fit, Inc., located at 455 Fortune Blvd, Milford, Massachusetts 01757, for enhanced network maintenance of the Library’s system-wide computer network. The cost of this contract, which would be paid for by the City of Boston, shall not exceed one hundred eighty-eight thousand three hundred twenty dollars (\$188,320.00).”

In other business, Mrs. Gaines said that past practice has been for the Board to vote on the approval of senior-level Library administrators. Then, on a motion duly made and seconded, it was

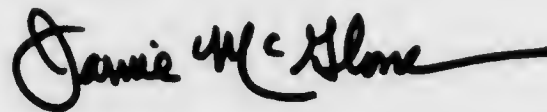
“VOTED: to approve the appointment of Ms. Katherine Dibble as Director of Public Services for the Boston Public Library effective July 6, 1999”

and
further,

“VOTED: to approve the appointment of Ms. Ruth Kowal as Director of Operations for the Boston Public Library effective July 6, 1999”.

There being no further business, the Chairman said that the Board would go back into the recess of the Corporate Meeting and go into Executive Session to discuss the development of the evaluation process of the Library President, which will include wide-spread participation and involvement by the Library’s staff and constituents. The meeting of the Administrative Agency adjourned at 9:45 a.m.

Respectfully submitted,



Jamie McGlone
Secretary

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
March 14, 2000

A Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held at the Hyde Park Branch Library, Weld Hall, 35 Harvard Avenue, Hyde Park, MA at 4:35 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; G. Lawrence Langford, Langford Associates; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Karen Coppa, Esquire, Corporation Counsel, City of Boston; Kate Frazier, Bob Silagi, Bob Pye and Bruce Patterson, Arnold Communications; David Vieira, Chairman of the Hyde Park Centennial Committee; Robert and Nancy Hannan, President, Hyde Park Historical Society; Natalie Boches and Bob Smith, representatives of the Friends of Hyde Park Branch Library; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of January 25, 2000. On a motion duly made and seconded, the Minutes for the Regular Meeting of January 25, 2000 were approved.

The President provided background information on three proposed award of contracts that were reviewed and recommended by the Trustees' Finance Committee to the full Board for approval.

With regard to the proposed contract for furnishing guard and patrol services, Mrs. Gaines asked how many guards the Library employs and to what extent the Boston Municipal Police provides coverage for the Library. The Procurement Officer replied that there are between 30 to 40 individual guards employed at the Library, which cover nearly one half of the branches and the Central Library and are supplemented by nearly 32 hours of coverage by the Boston Municipal Police.

Following discussion among the Board, on a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that, there be entered into with Burns International Security Services, 180 Lincoln Street, Boston, MA 02111, the lowest eligible, and responsible bidder, in the public bidding,

advertised under G. L. c. 30B, a contract for furnishing guard and patrol service for the Boston Public Library for a multi-three (3) year period beginning July 1, 2000, through June 30, 2001, and on July 1, 2001, and on July 1, 2002, at a total cost for the three (3) year period not to exceed One Million Four Hundred Eighty Two Thousand Ninety Five Dollars and Thirty Four Cents (\$1,482,095.34). The cost for the first Fiscal Year (2001) is not to exceed Four Hundred Eighty One Thousand Ninety One Dollars and Four Cents (\$481,091.04), and for each of the next two fiscal years (Fiscal Years 2002 and 2003) not to exceed Four Hundred Ninety Two Thousand Thirty Seven Dollars and Fifty Seven Cents (\$492,037.57) and Five Hundred Eight Thousand Nine Hundred Sixty Six Dollars and Seventy Three Cents (\$508,966.73), respectively."

"VOTED: that, a contract publicly advertised in accordance with the provisions of G. L. c. 149, Section 44A-44I, be entered into with United Mirror & Plate Glass, 179 Broadway, Somerville, MA 02145, the lowest eligible and responsible bidder, for Window Installation and Repairs in Various Library Buildings, for a multi-three (3) year period, commencing July 1, 2000, and ending June 30, 2003, at a total cost for the three (3) year period not to exceed Forty One Thousand Six Hundred Eighty One Dollars and Seventy Cents (\$41,681.70). The cost for the first Fiscal Year (2001) is not to exceed Thirteen Thousand Eight Hundred Ninety Three Dollars and Ninety Cents (\$13,893.90), and the same amount for each of the next two (2) fiscal years (Fiscal Years 2002 and 2003)."

"VOTED: that, a contract publicly advertised in accordance with the provisions of G. L. c. 149, Section 44A-44I, be entered into with South Shore Elevator Co., Inc., 30 Pond Park Road, Hingham, MA 02043, the lowest eligible and responsible bidder, for Inspection, Testing, Servicing and Full Preventive Maintenance of Elevator Equipment in Various Library Buildings for a multi-three (3) year period, commencing July 1, 2000, and ending June 30, 2003, at a total cost for the three (3) year period not to exceed One Hundred Forty Three Thousand Seven Hundred Fifty Dollars and No Cents (\$143,750.00). The cost for the first Fiscal Year (2001) is not to exceed Forty Seven Thousand Nine Hundred Sixteen Dollars and No Cents (\$47,916.00), and for each of the next two fiscal years (Fiscal Years 2002 and 2003) not to exceed Forty Seven Thousand Nine Hundred Seventeen Dollars and No Cents (\$47,917.00)."

In other business, Mrs. Gaines said that past practice has been for the Board to vote on the approval of senior-level Library administrators. Then, on a motion duly made and seconded, it was

**“VOTED: to affirm the appointment of Ms. Kathleen Kirleis as
Chief Financial Officer for the Boston Public Library
effective February 7, 2000.”**

The Chairman stated the President's contract with the Trustees provides for an evaluation of the Library President after three years of service. Under the leadership of Vice Chair Pamela Seigle, the Board embarked upon an evaluation process that included wide-spread participation and involvement by the Library's Trustees, Staff and constituents totaling over twenty-seven interviews.

Meanwhile, the Board had asked Mr. Larry Langford to summarize and compile all of the evaluations and materials for the Board's review in Executive Session. The Chairman then expressed appreciation to all who participated in the process noting that the Board also received several very thoughtful letters.

The President shared thanks and appreciation to the Trustees, Staff and to all the participants in the evaluation process, which has enriched him in terms of being a better President and ultimately will enrich the Boston Public Library as well.

There being no further business, the Chairman said that the Board would go back into the recess of the Corporate Meeting and go into Executive Session for a review of the evaluation process of the Library President. The meeting of the Administrative Agency adjourned at 4:45 p.m.

_____ Secretary

Please read, initial below
and return to the Secretary

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Administrative Agency

In Board of Trustees
Tuesday, May 23, 2000

The Annual Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 8:15 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; John J. Cullinane, Chairman and President, and Marie B. Pettibone, Executive Director, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Jean Sheikh, Literacy Chair, City-Wide Friends of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Joseph J. Dabek, Director, Consulting Partner, Boston Management Consortium; members of the Library administration and Strategic Implementation Team, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The Chairman proposed that items one through four on the order of business be voted on as a block relating to enabling votes for the signing of bills, special drafts, and payrolls, contracts approved by the Board, appointment of Library President or designee to conduct Civil Service hearings, and authorizing routine operating procedures. Then, on a motion duly made and seconded, the following items were voted on as follows:

"VOTED: any member of the Board of Trustees or the President, the Chief Financial Officer, the Director of Operations, the Director of Public Services, or the Clerk of the Trustees be, and hereby is, authorized to sign on behalf of the Board, bills, special drafts, and payrolls of the library."

"VOTED: until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Board, the President, the Chief Financial Officer, the Director of Operations, or the Clerk of the Trustees be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the City of Boston and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payment under contracts so voted."

"VOTED: we, the Trustees of the Boston Public Library, having appointive authority over the Civil Services personnel at the Library, do appoint the Library President or designee, to hold and conduct hearings in accordance with Chapter 31 of the General Laws whenever the said hearings are deemed necessary."

"VOTED: until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer, the Director of Operations, or the Clerk be, and hereby is, authorized to act on behalf of the Trustees in the administration of the personnel procedures established by them and to fix the remuneration for all officers and employees subject to the salaries and wage scales as currently established."

and

"VOTED: until the next Annual Meeting the President, or upon his delegation, the Chief Financial Officer, the Director of Operations, or the Clerk to the Trustees be, and hereby is, authorized to sign on behalf of the Board in the approval of the payment of all vouchers or bills covering expenditures incurred in terms of one quarter of the fiscal year 2000 - 2001 budget allowance, but in no case exceeding these in the budget estimates for the fiscal year 2000 - 2001, as shall be approved by the Board of Trustees."

There being no further business, the Annual Meeting of the Administrative Agency adjourned at 8:21 a.m.

Clerk

Please read, initial below and
return to the Clerk

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Administrative Agency

In Board of Trustees
Tuesday, May 23, 2000

The Regular Meeting of the Trustees of the Public Library as an Administrative Agency was held in the Trustees Room of the Johnson Building at 10:20 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; John J. Cullinane, Chairman and President, and Marie B. Pettibone, Executive Director, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Jean Sheikh, Literacy Chair, City-Wide Friends of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Joseph J. Dabek, Director, Consulting Partner, Boston Management Consortium; members of the Library administration and Strategic Implementation Team, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of March 14, 2000. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 14, 2000 were approved.

Mr. William O. Taylor, Chairman of the Trustees' Finance Committee, provided background information on the proposed award of three routine operating contracts, which the Finance Committee reviewed and recommends to the Full Board. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that, there be entered into with Coyne Textile Services, 20 Howard Avenue, New Bedford, Massachusetts 02745, the sole eligible and responsible bidder in the public bidding, advertised under G. L. c. 30B, a contract for furnishing miscellaneous uniforms for a multi-year (three (3) year) period beginning July 1, 2000, through June 30, 2001, and on July 1, 2001, and on July 1, 2002, at a total cost not to exceed thirty-two thousand one hundred twelve dollars and sixty cents (\$32,112.60). The cost for the first fiscal year (2001) is not to exceed ten thousand seven hundred and four dollars and twenty cents (\$10,704.20)."

“VOTED: that, there be entered into with L. A. Window Cleaning, 14 Roach Road, Stoughton, MA 02072, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L. c. 30B, a contract for Window Cleaning at the Central Library Buildings, and at other Library locations during the period of July 1, 2000, through July 30, 2001, at a total cost not to exceed twenty seven thousand five hundred and fifty dollars and no cents (\$27,550.00).”

“VOTED: that, there be entered into a non-advertised contract, as authorized under G.L. c 30B, Section 7 (a), referred to as “Procurement of Library Books”, between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and the vendors listed herein (including any subsidiaries or agents), and for certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 2000, through June 30, 2001.”

In other business, the Chairman announced that it was unfortunately necessary to report that Trustee David McCullough has decided not to continue serving on the Board of Trustees of the Public Library of the City of Boston due to other professional commitments. On behalf of the Board, the Chairman thanked Mr. McCullough for his outstanding dedication and commitment to the Boston Public Library and wished him well.

Mr. McCullough thanked the Chairman and said that it has been both a pleasure and an education to serve with this distinguished Board and expressed appreciation to the Library Staff and Friends' for their guidance and support. Stating that sometimes it is healthy for all of us to remind ourselves why we get into what we do in the first place, Mr. McCullough said that he does not feel there is anybody more important in his writing life than librarians and is wholly dependent on the services, guidance and inspiration of librarians and libraries in Boston and all around the country.

In this light, Mr. McCullough emphasized the importance to our society of a free public library system, which he believes, is our greatest public American institution. Further, while we are in the midst of a revolution in the miracles of what electronics perform, let's not forget the book. Libraries are a place which deal in inspiration, imagination and learning and should not just be part of the educational system in America but should lead in education as “windows to the world”.

The Chairman asked the President to present Mr. McCullough with a token of the Board's affection and esteem, thanks to Trustee DePrisco, which was followed by a round of applause for his services and contributions to the Boston Public Library.

The President noted that the Boston Public Library has a new Trustee, and to start a new tradition, presented Mr. Angelo M. Scaccia with a photo album showing the process of his name being carved on the wall of the Trustees' Room.

In other business, the President reported that Mr. David Young has accepted the Boston Public Library's offer as the new Human Resources Officer and would assume the position on July 1, 2000. Meanwhile, the Library is in the midst of interviewing for the Facilities Officer position.

In addition, the President reported that the first ever BPL Spelling Bee team will be competing tonight in the Boston Adult Literacy Fund Spelling Bee.

There being no further business, the Chairman said that the Board would go back into the recess of the Corporate Meeting to address personnel items and go into Executive Session. The Meeting of the Administrative Agency adjourned at 10:45 a.m.

_____ Clerk

Please read, initial below and
return to the Clerk

_____ Trustee

BOSTON PUBLIC LIBRARY

BOARD OF TRUSTEES

CORPORATION

MINUTES

January 26, 1998

-

May 23, 2000

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Monday, January 26, 1998

A Meeting of the Trustees of the Public Library of the City of Boston was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees Bulger, Deare, DePrisco, McCullough, Seigle and Taylor.

Also present were President Bernard A. Margolis; members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Kevin Phelan, Chairman, Karyn M. Wilson, Director, and Blake Jordan, Director of Development, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; staff, public and representatives from the Friends' Groups.

Chairman William O. Taylor presiding.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of November 24, 1997. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of November 24, 1997 were approved.

President Bernard A. Margolis, in his report to the Trustees, highlighted the many activities ongoing at the Library. The President said he was very pleased to report that Mayor Thomas M. Menino, in his inaugural address, announced the expansion of branch library hours and the work related to its implementation is moving along very well. As a side benefit of the expanded hours, the Library will be able to have children's services provided at every one of our branch libraries. In celebration of the Mayor's inaugural, the Library hosted children's story times at a variety of branches over the inaugural weekend which was well received by the public.

In celebration of the Sesquicentennial of the Boston Public Library in 1998, a variety of special programs and activities are scheduled. Beginning tomorrow, a press event is scheduled where Bell Atlantic Directory Services will be unveiling the new Boston Yellow and White Pages Directories which includes a rendering of the McKim Building featured on both covers. Promotional activities throughout the year include use for a billboard which is being donated by AK Media. On April 3, 1998 there will be a reenactment of the action by the Boston City Council creating the BPL; later that day, Tony Award winning actor James Earl Jones will be at the Library to conduct a reading for children from Disney's **Lion King**.

On Founder's Day April 4, 1998, **Library Journal** editor John Berry will be giving a guest lecture; April 5, 1998 will be a Children's Storytelling Festival throughout the Library system; on April 9, 1998 Wendell Minor, America's foremost book jacket

designer, will be presenting an illustrated slide lecture/panel discussion on his work; Trustee David McCullough, former BPL Trustee Doris Kearns Goodwin and other distinguished authors will be participating in the panel discussion; and on April 16, 1998 Edward Everett, the first President of the Library Board of Trustees, will make an historic appearance. In addition, there are a whole variety of other activities throughout the Spring, coordinated by a Library Committee chaired by Mr. Dunphy, including branch open houses and birthday parties. The President noted that this is an opportunity to focus on all of the great things that the Library has offered historically and on those that the Library offers now.

The President said he was also pleased to report that last week was a historic event in the Library's life. A Library Compact was signed at a press event held at the BPL. Seven public libraries of the communities of Boston, Brookline, Cambridge, Chelsea, Lexington, Malden, and Newton pledged their support and dedication to the highest standards of public library service and practice. Under this Compact, these libraries commit to cooperative and collaborative ventures which will enhance library service for residents of these communities through facilitated borrowing of library materials and access to the full range of library privileges afforded residents of the Compact communities.

On the facilities front, the Library is proceeding with very productive negotiations to get cooling for the Johnson Building; work on branch library improvements is continuing including the near completion of the installation of an elevator and re-carpeting of the Charlestown Branch Library; progress on the McKim Restoration project is moving along well; and the design plans are complete for the Johnson Building restroom renovation and carpeting replacement projects.

With regard to Personnel activities, the Library is proceeding to implement the new contract provisions for AFSCME and for the PSA which is about to be finalized. The initial screening work for a Personnel Officer is ongoing, and once that is completed within the next couple of weeks, we will move to the next step of a larger screening committee. There was a great turnout for Mr. Kelly's retirement reception last Thursday and Mr. Kelly will be officially retiring on February 3, 1998. Mr. Fremd, Head of the Systems and Services Office and who has been with the Library for thirty years, has been out ill; Mr. Frank Altieri has been appointed as the Acting Supervisor in the Systems and Services area.

On the collaborative effort front, the Library continues to develop a whole variety of outreach activities including: working with the Mayor's staff on the 2 - 6 program that is geared to providing activities for children during the hours of 2 - 6 p.m.; discussions are ongoing with the New England Aquarium for some future collaborative programming and with the United Negro College Fund on a program aimed at potentially recruiting minority librarians.

With respect to the financial area, the Library's newly appointed Chief Financial Officer Mr. Bruce Cole has really dug-in and has been focusing on cash flow issues and contracts. The Library is participating in a new and very different budget process and Mr. Cole, along with other staff, have risen to the challenge and done a great job in terms of responding to the budget planning process.

In terms of our public communications, the Boston Public Library was mentioned in the January issue of **Woman's Day Magazine** noting that we offer extra children's programs to our regular repertoire of events when school's on break including special writing, creative arts and computer workshops. Further, as briefly noted earlier, a press conference was held at the Library announcing the gift by AK Media of some billboards which will bring some significant exposure to the Library. Also, **Library Journal** annually does a review of the most important stories and the number one story for 1997 was net filtering issues and the BPL was deemed the key news maker for 1997.

On a related news item, there was a letter to the editor in **The Boston Globe** about the BPL being a dumping ground for the homeless. The President said he responded to that letter to the editor resulting in positive news coverage that the Library is trying to help the homeless. Subsequently, he received a lengthy letter from the co-author of **E-Mail for Dummies** which is a fairly well known book. The author provides great suggestions on how the library might respond to homeless issues and this illustrates how we can get the public interested in what we do.

The Library's support organizations are hard at work: the City-Wide Friends are raising funds for a program board for the lobby of the Johnson Building; the Associates are planning their Annual Literary Lights Dinner for April 5, 1998; there will be a change over in the Associates leadership with John Sedgwick, Chairman for the past four years, stepping down and Vivian Spiro becoming the new Chair; the BPL Foundation continues to do a great job; and next month we will formally express thanks to Trustee Joseph E. Mullaney for the very generous gift that he and his wife, Rosemary are making to the McKim Restoration effort.

The next item on the order of business was the establishment of the Irwin D. Hoffman Memorial Fund. The President provided background information on the proposed fund and, on a motion duly made and seconded, it was

"VOTED: that the sum of ten thousand dollars and no cents (\$10,000.00) which was funded as the Irwin D. Hoffman Memorial Fund in the Print Department be invested through the General Investment Account, the income to be used for the purchase of prints, drawings, and watercolors by American artists, and that for the purpose of enabling such investment one thousand six hundred ninety eight (1,698) units be, and the same hereby are, added to said General Investment Account on the basis of \$5.89 per unit

which is determined to be the present market value per unit."

Ms. DePrisco, member of the Trustees' Capital Projects Committee, reported that the Committee met on January 7, 1998 under the very capable hand of Chairman Joseph E. Mullaney. The first meeting that was Chaired by Mr. Mullaney addressed procedural matters relating to the frequency, length, and purposes of the Committee.

Ms. DePrisco provided a history of the Committee membership which was previously Chaired by Trustee Libby Lai-Bun Chiu and included Ms. DePrisco, President Margolis, Ms. Wilson and Mr. Hudak. With regard to future Committee membership, the Chairman had invited Ms. Hennessey to join the Committee and he plans to further invite Ms. Sheila English, Budget Policy Analyst, Office of Budget Management/Capital Planning to join the Committee.

The purpose of the meetings will be to bring substantive capital projects issues to the table for resolution and conclusion. The purpose of the Committee is to inform and make recommendations to the Board of Trustees on major issues relating to capital projects concerning the Boston Public Library. With regard to the frequency and length of the meetings, it was decided that meetings would be held monthly and ideally will not exceed one hour in length.

The Committee discussed three substantive issues relating to the McKim Restoration project: plans for the continuation of Phase II; development of a Master Plan; and establishment of a schedule for the completion of the project.

With regard to the continuation of Phase II, the Committee discussed the various options and steps involved in amending the present architect's contract in contrast to opening up the contract to a public bidding process and the need to determine jurisdictional authority and legal responsibility. Meanwhile, the Committee agreed that approval would be given to amend and continue the contract with the present architect to complete the work underway and to cover more projects which would show continuation of the momentum of the project. Ms. DePrisco said work will continue on the project and no work will stop.

The Master Plan program study is expected to begin by April 1998 and, once the consultant is hired, it is expected to take six months for this study to be completed. The Master Plan will look at the process of reprogramming and planning for the effective use of spaces in both the McKim and Johnson Buildings. The Committee also discussed the schedule for the completion of the McKim project which is slated for the year 2002.

The next meeting of the Capital Projects Committee is scheduled for February 20, 1998. Ms. DePrisco noted that membership on the Committee involves a lot of work but it is good that Mr. Mullaney is Chairing both the Capital Projects and Finance Committees because they are inter-related.

Mr. Deare, member of the Trustees' Finance Committee, reported on the Finance Committee meeting held on January 16, 1998. At the meeting, representatives from The Boston Company provided a review of the Boston Public Library's General Investment Account. As of 12/31/97, the BPL investment portfolio increased in value netting \$3,367,000 split approximately equally between equity and fixed income securities. Performance for the last quarter was relatively weak but for the year the portfolio reflected a total return of 17.6% with equities up 27.7%.

With regard to the General Investment Fund Objectives, the Finance Committee is recommending changing the asset allocation target to 60% U.S. Equities and 40% U.S. Fixed Income & Cash which historically had been at 50%. The intent of this recommendation is to increase the yield and growth of the portfolio. The Board agreed to support and approve this recommendation. The Chairman said that this does not require Board action because the current guidelines permit the higher range investment limit.

The Committee also discussed the elimination of the requirement that the fund provide annual income to the Library's operating budget at \$800,000 per annum. In discussions with the portfolio managers, it was determined that the fund is sufficiently liquid and that it could promptly meet any request for operating requirements.

The Committee also met with the Library's auditor, Mr. Roger Smith, of Creelman & Smith. The auditor noted there are some issues of concern relative to our annual audit reporting statement; the BPL's financial statements were not presented in conformance with Generally Accepted Accounting Principles primarily in the area of accruals (salaries, vacation time, sick leave, etc.), book inventory and materials inventory. CFO Bruce Cole is working with Mr. Smith to resolve these issues.

In the area of insurance, the Committee felt there was a need to retain an insurance consultant for the library to perform a "risk management review." The Chairman was very kind in referring the Committee to Mr. Ted Underwood, Director of Risk Management at The Gillette Company. Mr. Cole plans to work with Mr. Underwood to examine and compare insurance appraisal issues and concerns.

The Finance Committee also made a recommendation for investing surplus funds. Based on a preliminary analysis of all sources and uses of library cash resources, the Library's cash resources are yielding fairly low returns (approximately 2-3 % annual return). The Committee suggests the Board empower the Library management to direct "surplus cash", up to \$12 million, to be invested in higher-yield, investment-grade securities. Management will take measures to ensure that these funds are invested in accordance with state and local statutes and guidelines proposed by the Finance Committee pertaining to the General Investment Account. The investment of these funds will be aimed at preserving capital while maximizing short-term returns.

Mr. Deare reported the Hale & Dorr Trust Fund project is underway to review the terms of the various trust accounts. Hale & Dorr is generously providing this service on a

pro bono basis to help the Library determine which accounts are restricted and which are non-restricted to enable us to grow that capital resource. The Committee is trying to see if they can facilitate completion of the project and receipt of the final report in time for the Trustees' Annual Meeting scheduled for May 1998.

The last issue the Committee has been reviewing is an analysis of the Library's cash flow. Mr. Cole developed a preliminary 12 month cash flow analysis for the BPL for FY1998. This has been very helpful for the Committee to gain an understanding of the actual sources and uses of cash for the first six months of the year and projected sources and uses from January through June 1998. Based upon the cash flow analysis, there is a \$2 million cash cushion for current monthly operating needs which the Committee feels is sufficient for current monthly operating needs. Therefore, the Library could reinvest up to \$12 million in longer-term investments, earning higher returns.

In response to a question from Mr. McCullough, the President said it is not necessary to have that much money in liquid funds in order to operate the Library and the Finance Committee is looking at how we can significantly reduce it. In the meantime, we want to make that money work harder because currently it is earning 2 1/4% which could be doubled even for the short term. The President added that we need to generate \$800,000 from the \$30 million in the various endowments. In light of the history of having that significant amount of money in liquid funds, the Trustees expressed concern about the lost investment opportunity on this money.

Following discussion among the Trustees, on a motion duly made and seconded, it was

"VOTED: to authorize the President and Chief Financial Officer of The Boston Public Library, subject to the monthly review of the Library's need for cash, to direct "surplus cash", up to \$12 million, to be invested in higher-yield, investment-grade securities. The Library management will take measures to ensure that these funds are invested in accordance with state and local statutes and guidelines proposed by the Finance Committee pertaining to the General Investment Account."

Ms. Seigle, Chair of the Trustees' Education Committee, said that the Committee is continuing to meet and educate themselves about the resources and services of the Boston Public Schools and the Boston Public Library. At the last meeting, Supervisor of the Research Library Katherine Dibble, spoke about some interesting ways in which the Research Library interacts with the public schools. Ms. Dibble mentioned that just the name of the Research Library sometimes is off-putting to the public who often think of it as a resource for scholars only. The Library is looking at some ways of changing that perception and making the resources more available to all people.

This Committee has also been an opportunity for a diverse group to be creative in thinking about how to enhance programs. Discussions have focused on the Library/Schools/Foundation Collaboration Program and they have been exploring ways for the branch libraries to be more involved in this effort.

The Boston Public Library will also be co-sponsoring a major educational initiative with Facing History and Ourselves which is a national history and ethics program. A wonderful meeting was held at the Library in December 1997, attended by forty community leaders and scholars, to hear author Melissa Fay Greene speak about two of her books entitled **The Temple Bombing** and **Praying For Sheetrock** and about this new initiative entitled **Choosing To Participate** scheduled for the Fall of 1998.

The Committee is also discussing ways to develop and establish the Boston Public Library Seminar idea suggested by Trustee David McCullough which the Library is hoping to implement in the Fall of 1998.

Mr. Taylor, Chair of the Trustees' Collections Committee, said this is a new Committee which has been assessing the short and long-term storage needs of the Library. Currently, there are three storage facilities located in Charlestown, Norwood and the third one is in Allston in which we share ownership. The Committee feels none of them are adequate and some of them are totally inadequate. It is the recommendation of the Committee to develop a plan resulting in one state-of-the art storage facility with approximately 200,000 sq. ft. located in the City of Boston.

Trustees, Staff and Members of the Collections Committee recently visited the sites in Charlestown and Norwood and a visit to the Allston site is scheduled for Friday. Efforts have been taken to provide these sites with adequate security and to get them into better shape. An additional challenge includes addressing the backlog of uncatalogued materials housed at these facilities.

The Committee is in the process of information gathering concerning storage needs. Mr. Frank Mead of Mead Consulting, Inc. has been working with the Committee to identify some ideas and sites that might be available thanks to the efforts of Mr. Kevin Phelan. Committee member Gunars Rutkovskis said that the existing facilities serve the Library well in terms of storage needs during the McKim Restoration project. Mr. Rutkovskis said there is an urgent need to catalog the backlog of materials and to identify funds for bibliographic access to these materials.

In response to a question from Mr. McCullough concerning the status of providing Conservators for the various special collections of the Library, Mr. Rutkovskis replied that we have very urgent preservation needs but we cannot proceed without available funds; there is one Conservator for Books but we do not have a Conservator for Paper. Mr. McCullough said it is hardly adequate to have only one Conservator for a Library this size and for the value of these collections. In response to a question from

Mr. McCullough, Mr. Rutkovskis said we should have a minimum of five Conservators at a cost of \$800,000 to run an efficient operation.

Mr. McCullough said that we are living in a time now when government institutions, including the Federal Government, are failing to conserve, protect and maintain the treasures that belong to the Country, State and the Cities. The Federal Government has been extremely negligent, particularly the Department of the Interior; the Longfellow House in Cambridge is a classic example of this neglect. Mr. McCullough said that he would hate to think that the Boston Public Library was ever negligent in caring for our treasures; one of the obligations as Trustees is to ensure that this institution is anything but diligent in this respect.

Mr. Phelan, Chairman of the BPL Foundation, reported that the Foundation sent out a memorandum to its members and the BPL Trustees as Trustees of the Foundation which provided an update on the 1997 activities. On behalf of the Foundation, Mr. Phelan expressed appreciation and gratitude to Library Trustee Joseph Mullaney and his wife Rosemary for their exemplary leadership and outstanding gift for the renovation of the Trustees' Room in the McKim Building.

On the Library legislative front, there is a bill moving through the State House which would be a \$10 million challenge from the State for the BPL, provided the private sector can raise \$5 million and the City of Boston can raise \$2 million. The Library would have until the year 2002 to accomplish these fundraising goals to benefit from the total funding package of \$17 million. The Senate and House Leadership have been very supportive along with Foundation members Messrs. Gerard Doherty and Jeff Rudman.

Ms. Wilson, Director of the BPL Foundation, reported that the Foundation plans to celebrate the 150th Anniversary of the Boston Public Library on Friday evening, May 8, 1998 with a fund-raiser Gala at which they hope to raise \$1 million. Advanced ticket sales and fundraising efforts are excellent: 65% of the table sales are complete; 70% of the financial goal has already been met thanks to a \$150,000 underwriter; and \$700,000 in pledges have been received to date towards this event.

Ms. Wilson said Sally and Bill Taylor along with Mimi and Paul LaCamera, the General Manager of Channel 5, are the co-Chairs of the Sesquicentennial Gala. In preparation for the event, Mayor Menino has approved the Foundation's request for the use of Copley Square Park for the evening Gala.

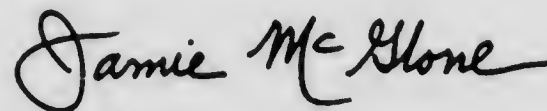
Mr. Phelan paid a special tribute to Mr. Blake Jordan and the staff of the Foundation for their outstanding efforts in coordinating the Collaborative Schools Program initiative and for having distributed 1,600 packages on **Boston Celebrates Books** to both public and parochial schools in Boston. This will be the fourth year that Mr. John Harrington, Trustee of the Yawkey Foundation, and Foundation Trustee Mr. Charlie Fox, will be the leaders of the **Read Your Way to Fenway** project treating 1,200 Boston children to enjoy a Sunday afternoon outing at Fenway Park. The Annual

Meeting of the Foundation has been scheduled for April 7, 1998 at 8:00 a.m. to be held at the Library.

In other business, Mr. McCullough expressed his objection to the Library using billboards. Mr. McCullough said that we are a public institution and we supposedly set an example and if we put our message on a billboard that in effect is saying we believe in billboards. The Chairman said philosophically he agrees with Mr. McCullough but the Library is in such great need to enhance its visibility that he supports their use to promote the Library's message. Trustee Bulger questioned the "Free Speech" used and noted that billboards often cover eyesores best not seen.

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session. The Meeting of the Corporation adjourned at 8:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie McGlone". The signature is fluid and stylized, with the first and last names being more prominent than the middle name.

Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Monday, March 30, 1998

A meeting of the Trustees of the Public Library of the City of Boston was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were President Bernard A. Margolis; members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Kenneth J. Mickiewicz, Attorney to the Trustees; Karyn L. Wilson, Director, and Blake Jordan, Director of Development, the Boston Public Library Foundation; staff, public and representatives from the Friends' Groups.

Chairman William O. Taylor presiding.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of January 26, 1998. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of January 26, 1998 were approved.

President Bernard A. Margolis, in his report to the Trustees, expressed appreciation to the Board for the wonderful and thoughtful gift Ms. Seigle presented to him on the occasion of his first anniversary as President of the Boston Public Library. The Trustees honored the President with a framed photograph of the McKim Building circa 1920 that included a superimposed portrait of him looking out the window. The President said he is as excited today to be here as he was a year ago.

In celebration of the Sesquicentennial of the Boston Public Library, Public Relations Officer Arthur Dunphy and a Staff Committee have put together an exciting list of events. The President highlighted a number of the special events planned for the Library's 150th Anniversary as follows: on April 3, 1998, Tony Award-winning actor James Earl Jones will conduct a reading for children from Disney's **Lion King** and the program will also include jungle drum music by Boston's premiere African dance band "Rumbafrica,"; on April 4, 1998, John Berry, editor of **Library Journal**, will deliver an address entitled "Founding of the American Public Library"; and a Storytelling Festival and Children's Room Open House at the Central Library will be held on Sunday, April 5, 1998 to celebrate the BPL's milestone in 1895 as the first library to establish a space specifically designated for children.

Continuing with the celebration, the Associates of the Boston Public Library will be hosting their 10th Annual Literary Lights Dinner on Sunday evening, April 5, 1998; and on April 8, 1998 Ms. Seigle and President Margolis are planning on participating in a program with Robert Pinsky, Poet Laureate of the United States, in a Favorite Poem Project co-sponsored with the Library of Congress to be held in the Rabb Lecture Hall.

In celebration of the work of artist Wendell Minor, which will be on display in the Boston Room during April 1998, a literary discussion on April 9th will be held featuring Pulitzer Prize-winning authors Doris Kearns Goodwin and David McCullough, and author William Martin, whose book jackets are designed by Mr. Minor. As part of this Sesquicentennial activity, the President had on display a commemorative poster on the fine art of book cover design representing book covers of works by these authors all designed by Wendell Minor.

A Celebrity Readathon will be held on April 14, 1998 as well-known literary, political, entertainment, and sports personalities read from their favorite books; Edward Everett, famed orator, scholar, and statesman who was instrumental in founding the Boston Public Library and served as President of the Library's first Board of Trustees, will be "re-appearing" for a program in the Rabb Lecture Hall on April 16, 1998.

A system-wide Open House celebrating the birth of the Boston Public Library will be held at each of the 25 neighborhood branch libraries throughout the city and at the Central Library in Copley Square on April 23, 1998. A special Open House will be held on May 7, 1998 at the Kirstein Business Branch which was the first public business reference library to be established through a gift from a private citizen, Mr. Louis Kirstein, vice president of Filene's Department Store as well as the president of the Library's Board of Trustees.

The month-long 150th Anniversary celebration will conclude on May 8, 1998 with the Boston Public Library Sesquicentennial Gala, hosted by the Boston Public Library Foundation, in a tented-over Copley Square featuring distinguished educator Sara Lawrence-Lightfoot, U.S. Poet Laureate Robert Pinsky, and Pulitzer prize-winning author David Halberstam.

In addition, thanks to Mr. Dunphy's good work, the 1998 covers of Bell Atlantic's Yellow and White Pages telephone directories feature a rendering of the BPL's McKim Building. The President said James Earl Jones has autographed covers of these telephone books which were framed and made available for the Trustees. Several exhibits, programs and additional promotional activities have been scheduled for the month. The President welcomed the participation of the Board in these commemorating events celebrating the Boston Public Library as the first publicly-funded municipal library in America.

On the collaborative effort front, the President said the Library is working with the New England Aquarium and the Children's Museum. The President noted that it is exciting to see how other community and cultural organizations are enthusiastically working with the Library in creating some programming in celebration of the BPL's 150th Anniversary.

With regard to Capital Projects activities, efforts have begun toward the restoration of library service in the Allston community. With thanks to Ms. Alice Hennessey's good work, Harvard University has agreed to more than double the size of the donation of land for the construction of a new branch library facility. The world-class architectural firm of Machado and Silvetti of Boston has been selected to design the new branch library. The President then distributed a copy of the April 1997 issue of *Architecture Magazine* in which the architects were both profiled and appeared on the cover.

The President reported that Requests for Bids will be issued on April 10, 1998 for the renovation of the restrooms and new carpeting in the public areas of the Johnson Building and work on branch library improvements is continuing including completion of the installation of a new elevator in the Charlestown Branch Library.

The President reported that the elevator in the McKim Building is currently out of service and it relates to a dumpster fire that occurred Saturday morning outside on Blagden Street. The fire resulted in damage to the windows and the exterior granite of the McKim Building estimated at \$150,000. The dumpster is the McKim Project contractor's responsibility and their insurance company has been alerted. The cause of the fire is presumed to have been a dispute between two homeless persons and additional security efforts have been put in place to monitor the situation.

On the Personnel front, the President said he was pleased to announce the appointment of Ms. Veronica Rock who will assume the position of Personnel Officer on Wednesday, April 1, 1998. The President expressed appreciation to the Trustees and Committee members who assisted with the search process.

Presently affiliated with the Boston Medical Center, Ms. Rock has a graduate degree in Human Resource Management and more than twenty years of personnel experience including labor relations, compensation, training, organizational development as well as recruiting and staff development. The President said he is very pleased to have someone with her skills and credentials join the Library staff.

The President expressed appreciation to Ms. Stephanie E. Carter who has been serving as the Acting Personnel Officer. The President said she has done an excellent job in this capacity and thanked her for her work.

On a related Personnel issue, Mrs. Gaines noted that the Trustees by-laws require the Board to vote on personnel appointments of all such officers or employees at and above the level of Assistant Director. Mrs. Gaines said that this authorization applies to the newly created position of Chief Financial Officer.

The President recommended to the Board the appointment of Bruce K. Cole as Chief Financial Officer. Mr. Cole has been in senior management with AT&T and has been an audit supervisor with Peat Marwick Mitchell and Co. Mr. Cole's educational and training experience includes a BA in Economics from Harvard University, a Master of Science Degree from Northeastern University, an MBA from Stanford University and he is a Certified Public Accountant. Mr. Cole has also written and published articles in the area of technology, information systems and financially related impacts.

Mrs. Gaines made a motion to appoint Mr. Bruce K. Cole as Chief Financial Officer and the motion was seconded by Mr. Mullaney. Then, on the recommendation of the President, it was

“VOTED: to appoint Bruce K. Cole as Chief Financial Officer for the Boston Public Library effective December 3, 1997.”

In other Personnel matters, the President informed the Board that AFSCME's national magazine called **Public Employee** is currently doing a story on the Boston Public Library with diversity in the workforce being the theme; the Library has settled a seven year old union grievance with AFSCME; and a Committee is underway with the unions looking at job sharing and part-time employment.

On the financial front, the President distributed and reviewed copies of the Library-City budget negotiations as of March 30, 1998. The Library has been in the midst of lengthy budget discussions and negotiations with the City: the FY1998 approved budget was \$21,545,000; the FY1999 budget request of \$29,020,883 has been winnowed down to \$24,487,294 representing increases primarily in branch hours costs that the Mayor announced in his inaugural address in January 1998 and the addition of some funds for **ReadBoston**. Meanwhile, additional budget meetings will be held this Thursday.

In addition, there has been an agreement for the City to fund a book security system with a commitment of \$1 million beginning this year and discussions are ongoing with the City to add fourteen additional custodians primarily for branch library service. The President complimented Mr. Cole and his staff for their extraordinary efforts in preparing the budget document noting that the City Budget Office said that it is the best the Library has done in the way of budget presentation and submittal.

With regard to the Library's financial picture, the President said in accordance with the action taken at the previous Trustees' meeting, the Library has moved money

from money market accounts into other Scudder accounts where they can earn a higher rate of return. The Library is continuing with an ongoing review of all its trust funds by *pro bono* counsel from Hale and Dorr.

On the support front, the President said the Library is continuing to work closely with the Boston Public Library Foundation including the planning of several major activities and projects. The Library has also received a \$30,000 grant from MCI to support public internet training, particularly in non-English languages. In addition, the Library has received a \$25,000 bequest for the Fields Corner Branch Library from someone representing the estate of a long-time patron of that branch. The Library Staff is also working with the Massachusetts Board of Library Commissioners on planning a one day summit on library support for business and economic development.

The Systems staff has been working on a proposal to the Universal Service Fund, created by the FCC, to use money collected from long distance carriers for schools and libraries. If successful, the Library will be entitled to significant reductions in telecommunication costs. Included among our many initiatives to the fund, is a request for a new telephone system and hopefully we will be able to implement that within the next year.

The President reported that the Library's internal change process is moving forward quite well. The Change Team has been working on some major changes including a proposal to bring internet e-mail access to all employees.

Lastly, the President expressed appreciation to the **Boston Globe** for the article on the Boston Public Library entitled "**Book Value**" written by John Yemma which appeared in the **Boston Globe Magazine** on Sunday, March 29, 1998.

In response to a question from Ms. Seigle, the President updated the Board on the progress made regarding the restoration and expansion of service hours in the branch libraries. Negotiations with the Professional Staff Association on the posting of the positions have concluded and all of the jobs are now posted. The President said the Library is having a very difficult time recruiting beginning Children's librarians due to an enormous shortage nationally in conjunction with a highly competitive market. With regard to the Curator of Rare Books and Manuscripts position, the search committee just finished the final screening interviews of six excellent candidates and a recommendation is forthcoming soon from the committee.

The next item on the order of business was the establishment of the **Richard Dale McMullan Fund** whose focus is on the care, preservation and additions to the Library's collection of art and books relating to the circus. Then, on the recommendation of the President, on a motion duly made and seconded, it was

“VOTED that the sum of ten thousand nine hundred and twenty-two dollars and sixty four cents (\$10,922.64) which was funded as the **Richard Dale McMullan Fund** in the Print Department be invested through the General Investment Account, the income including any accumulated and expendable income, to be added to the principal, with the objective, as suggested in the donor’s will, of building the fund to reach and maintain a principal of \$50,000, the income only to be used for the care, preservation, and additions to the Richard Dale McMullan’s collection of art and books relating to the circus, and for lectures and publications pertaining to the circus; and that for the purpose of enabling such investment one thousand eight hundred and thirty six (1,836) units be, and the same hereby are, added to said General Investment Account on the basis of \$5.95 per unit which is determined to be the present market value per unit.”

Next, Mr. Mullaney proposed the establishment of the **Carol Goldberg and Helene Cahners-Kaplan Literacy Fund** and the addition of the Fund to the General Investment Account. Ms. Wilson said that these funds are targeted for endowment to be used for the **Reading Readiness Program**. Then, on a motion duly made and seconded, it was

“VOTED: that the sum of \$50,000 representing a gift received from the Sidney and Esther Rabb Charitable Foundation through the Boston Public Library Foundation to create the **Carol Goldberg and Helene Cahners-Kaplan Literacy Fund** in the General Investment Account, the income to be used in support of the Library’s “Reading Readiness” literacy program; and that for the purpose of enabling such investment eight thousand four hundred and three (8,403) units be, and the same hereby are, added to said General Investment Account on the basis of \$5.95 per unit which is determined to be the present market value per unit.”

Next, the President provided background information on an addition to the **Hearst Fund** endowment intended to create support for children’s programming which brings the total endowment up to \$500,000 in principal. Mrs. Gaines said it is a wonderful gift and suggested that the funds be used also for the support of programs for Young Adults. Ms. Wilson agreed and said that would be perfectly reasonable under the terms and conditions of the gift. Then, on a motion duly made and seconded, it was

“VOTED: that the sum of \$250,000 representing a gift received from the William Randolph Hearst Foundation through the Boston Public Library Foundation be added to the **Hearst Fund** in the General Investment Account, the income to be used for the support of

programs in the area of Children's Services; and that for the purpose of enabling such investment forty two thousand and seventeen (42,017) units be, and the same hereby are, added to said General Investment Account on the basis of \$5.95 per unit which is determined to be the present market value per unit."

President Margolis provided background information on the proposed Ninth Amendment to the McKim architect's contract. The Ninth Amendment covers amendments for supplementary design services that Shepley Bulfinch Richardson and Abbott, Inc. has already provided and includes additions to the scope of work and a schedule of per hour rates for supplementary services. The President said this proposal brings us to the conclusion of Phase IIB of the McKim Restoration project. Then, on the recommendation of the President, on a motion duly made and seconded, it was

"VOTED: to approve the Ninth Amendment to the contract for certain design services between the Trustees of the Public Library of the City of Boston and Shepley Bulfinch Richardson and Abbott, Inc. in connection with restoration and renovation of the McKim Building in the Back Bay district of the City of Boston, Massachusetts in the amount of four hundred ninety-one thousand forty-two dollars and no cents (\$491,042.00)."

The Chairman noted receipt of a letter from the Massachusetts Historical Commission concerning a Preservation Agreement for the McKim Building. The President said this is an agreement required under the provisions of the Library's grant from the National Park Service. In the agreement, the Trustees and the Commission agree to an ongoing relationship to ensure that preservation improvements made to the McKim building continue to be maintained and that the provisions of the original grant are upheld. Then, on a motion duly made and seconded, it was

"VOTED: to approve the Boston Public Library Preservation Agreement to preserve the McKim building in cooperation with the Massachusetts Historical Commission and pursuant to Massachusetts General Laws, Chapter 184, section 32."

The next item on the order of business was the appointment of Trustees to the McKim Designer Selection Committee. Mr. Mullaney noted that the agreement on the designer selection process for an architect for Phase IIC (slated to begin April 1998) gives the Library Trustees a majority membership on the design selection committee and Mr. Hudak, Deputy Director, Department of Neighborhood Development, agreed to appoint three members. Mr. Mullaney said a minimum of four Trustees would be necessary to reflect a majority of the membership on the committee. Then, on a motion duly made and seconded, it was

“VOTED: to appoint Trustees Paul Deare, Donna DePrisco, Berthé Gaines and Joseph Mullaney to the McKim Designer Selection Committee.”

Mr. Mullaney, Chair of the Trustees' Capital Projects and Finance Committees, requested that copies of the Minutes of these Committee meetings be placed in the Trustees' folders at each Trustees' meeting. The Chair reported on the activities relating to the McKim project: a revised schedule for the completion of the McKim Restoration project has been established; the financial requirements of the project are being coordinated with the revised schedule; and the Committee has agreed on certain terminology relating to the tasks of the project.

With regard to the critical need to maintain the momentum of the project, the Chair reported that \$750,000 is needed immediately for architectural design services for Phase IIB. The Chair said that nothing should slow down the project and proposed to the Board to authorize payment of \$750,000 from the Trustees' Endowment Fund. The Chair said that efforts will then be made to replenish these funds at a later date upon receipt of state construction and private funds. Then, on the recommendation of Mr. Mullaney, on a motion duly made and seconded, it was

“VOTED: to authorize the use of \$750,000 from the Trustees' Endowment Fund for architectural design services for Phase IIB.”

On a related issue, the Chair said the Committee is developing a unified program document that would connect the outline budget with the revised McKim Restoration schedule identifying specific projects that can be completed with a targeted date. Upon completion of the program document, the Chair will share copies with the Board.

Mr. Mullaney, Chair of the Trustees' Finance Committee, provided an update on the activities of the Committee. The Chair reported that Hale and Dorr has provided an interim report on the restricted endowment funds noting that \$2 million is readily available to the Trustees and they hope to complete the report prior to the next Trustees' meeting scheduled for May 18, 1998.

The Finance Committee has agreed to entertain proposals and interview investment advisors, including the current investment managers, to be considered to manage the Library's endowment. Mr. Cole is working also with the auditors on bringing the Library's financial statements into conformity with Generally Accepted Accounting Principles (GAAP).

On a related topic, the audit contract expires in June 1998 and Mr. Cole will be looking into a process for choosing an auditor. Mr. Cole said he met with Mr. James DiStasio, Managing Partner of the Boston office of Ernst & Young, and member of the BPL Foundation Board of Directors for advice on choosing an auditor. Mr. DiStasio

recommended that, since the Library is developing new auditing procedures, the Library remain with the current auditors one more year and then issue an RFP.

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that a great deal of work has been ongoing with regard to the possibility of consolidating the Library's storage facilities.

On a related issue, the President is working on security issues for the Charlestown Service Building and the Norwood Remote Storage site and the Trustees' attorney is researching the title of the Charlestown Service Building to be sure it is a clear title owned by the Trustees.

Ms. Seigle, Chair of the Trustees' Education Committee, reported that Ms. Margo Strom, Executive Director of Facing History, gave an inspiring presentation on a collaborative effort the BPL will be co-sponsoring in the Fall with Facing History entitled **Choosing to Participate**.

This effort is one that will include education and a major exhibit. In addition, hundreds of thousands of school children from throughout Massachusetts will be brought in to view the interactive exhibit. The program will also involve community organizations and individuals who are making a difference in various ways in Boston.

The Chair reported that Ms. Ann Grady, Director of the Office of Technology/Library/Media Services for the Boston Public Schools, has been officially designated the liaison between the schools and the library. Ms. Seigle said the Committee is moving forward on some of the fundamental issues around reading lists and joint training.

The next Education Committee is scheduled for tomorrow which will include a presentation by Mr. Louis Casagrande, Director and President, Children's Museum on a collaborative effort relating to the **Arthur Exhibit** and ways in which the Library might co-sponsor a number of programs and special events.

In addition, the Committee will be focusing on the Boston Public Library Seminar idea proposed by Trustee David McCullough. To date, President Bulger and Mr. McCullough have agreed to be two of the first pilot seminar leaders slated to begin in the Fall. Committee members are also in discussions with the National Children's Book and Literacy Alliance on future collaborative efforts.

Ms. Seigle then reported on an inspiring presentation by Ms. Jean Sheik, Literacy Chair, for the City-Wide Friends of the BPL at the last Education Committee meeting. Ms. Sheik had provided an overview of the priceless and countless hours of volunteer time on behalf of literacy efforts at the Library. With generous funding from the **Boston Globe Foundation** and the **Boston Public Library Foundation**, Ms. Seigle said this

program is a wonderful model of the kind of collaboration the Library strives to achieve. In addition, Ms. Sheik specifically mentioned the tremendous help they received from library staff members Mss. Loke and Eiselstein.

As a member of the Trustees' Employee Relations Committee, Mrs. Gaines said that it has been brought to her attention that the West Roxbury Branch Library is losing a valued Library Assistant to a position as a Custodian because the salary scale is higher. Mrs. Gaines said this illustrates the deficiency in the Library's salary scales. In addition, Mrs. Gaines noted that Library Assistants who work in branch libraries have greater interaction with the public and perform duties beyond those performed by persons not working in the branches. Mrs. Gaines suggested that in the course of restructuring the system, perhaps a way could be found to reward staff above scale based on added job duties.

Mrs. Gaines said that while she was being interviewed at the Dudley Branch Library for the Library's Sesquicentennial video, she noticed that the collection on Black History and Fiction seems to have been depleted. Mrs. Gaines recommended that funds be expended from the Fellowes Athenaeum Fund to replenish that collection.

Next, as Chair of the Trustees' Examining Committee, Mrs. Gaines reported on the status of the three Examining Subcommittees. The Subcommittee on Technology is moving forward toward completion of their report; the Chairs of the Subcommittees on Personnel and Public Relations are very busy people and she will try to get their reports by the next Trustees' meeting.

Ms. DePrisco, Trustees' Liaison to the Museum of Fine Arts, reported on the current controversy regarding art donated and acquired through questionable means including Nazi and other unsavory affiliations. The MFA is fairly confident that nothing in their collection is questionable.

With regard to fundraising activities, Ms. DePrisco reported that the MFA is raising money at a feverish pace. The Head of the retail division, who also oversees the Catalog division, has mutually resigned and the MFA is currently interviewing candidates for this position. Ms. DePrisco said this is an important position responsible for annual revenues of \$20 million. Further, a joint venture that was held with Nagano, Japan was very successful including the exhibition of several MFA collections. The MFA Trustees had voted to lease out public spaces for private functions and this policy seems to be working quite well. Lastly, the MFA has extended an invitation to the Trustees and staff for a private tour of the Museum and would entertain any special interests.

Ms. Wilson, Director of the BPL Foundation, provided an update on the activities of the Foundation. Ms. Wilson reminded the Trustees that the Foundation's Annual Spring Board meeting is scheduled for April 7, 1998 at 8:00 a.m. to be held at the offices of Houghton Mifflin, 222 Berkeley Street, Boston, MA.

The plans for the Sesquicentennial Gala, to be held on May 8, 1998 at the Library, are being finalized and the program will include: Sara Lawrence Lightfoot, educator and author from Harvard University, who will serve as the Gala's emcee; U.S. Poet Laureate Robert Pinsky will participate in the program; and Pulitzer-prize winning author David Halberstam will be the keynote speaker. In addition, formal invitations to the Gala will be mailed this week and it is very close to a sell-out raising \$1 million.

Ms. Wilson noted that Mr. Jordan has been working hard on the Schools/Library initiative. **Boston Celebrates Books** is this year's theme and the Foundation is very pleased that a number of librarians are serving on the judging committees. As part of the annual program, the student awards ceremony will be held on Sunday, June 7, 1998 at the Kennedy Library and Museum and invitations will be forthcoming to the Trustees. The Foundation learned last week from Mr. John Harrington, Trustee of the Yawkey Foundation, that once again nearly 1,300 tickets will be donated in support of the Foundation's **Read Your Way to Fenway** program treating Boston children to a Red Sox game at Fenway Park on Sunday, August 16, 1998.

In response to a question from Ms. Seigle, Mr. Jordan said the branch librarians have been tremendously supportive of the Schools/Library program in terms of outreach activities. Ms. Wilson added that, through Mr. Jordan's efforts and good work, rather than just disseminating the Schools/Library guidelines in the schools, this year the children were allowed to come into the branches and obtain them. Through this change effort, Ms. Wilson said they have received calls from homeless shelters, family shelters, hospitals and other community agencies who want to participate in the program.

The Chairman noted receipt of two Library Use requests: the first one was received through the BPL Foundation from **Boston Magazine** to host the "Best of Boston" party at the BPL celebrating the 25th anniversary of the magazine; the second request is from Mr. John Drew, Chairman of **Boston 2000**, asking the Library for permission to hold a New Year's party commemorating the turn of the century and the new millennium.

The Chairman said the Boston Public Library presently does not have a policy on the use of library rooms and public spaces and individual requests are reviewed case-by-case. A Special Committee, Chaired by Ms. Seigle, has been established to gather information and policies on the use of library rooms and spaces in public libraries throughout the country. The President is recommending consideration of these two requests to the Board because they are good examples to use as a framework to develop a space use policy.

The President provided background information on the two requests: the **Boston Magazine** request is a fund-raiser event in which the Library would directly receive

\$35,000 in return for holding the event at the Library; the **Boston 2000** event would stage a "Welcome in the New Millennium Celebration" with the Boston Symphony as a complement to First Night.

The Trustees expressed concern that these are precedent setting requests. Ms. Seigle said that, while the Committee is looking at overall policy issues, one possibility is to take these two requests and consider them as pilot programs. The Library would then learn from these experiences and they could be used for informational purposes as the Committee develops a policy on space use.

Mr. Bulger said that the Library should be very careful and thoughtful concerning this issue. The Library does more than rent out the premises; we identify with the product or organization renting the facility. Mr. Bulger said that he is strongly opposed to the first request but would support the second one because it is a historic event celebrating Boston with the Library as the focal point of the event. Mrs. Gaines concurred.

Ms. Wilson said she is very respectful of the Board's opinion but the Foundation hoped to see a broader policy surrounding the use of space at the Library. Ms. Wilson maintained that there are ways in which the revenues to the Library could be maximized without harming the prestige and the reputation of the institution. In addition, the Foundation has been very careful in putting forward to the Board requests that have relevance and direct tangible benefits to the Library.

With regard to the legal issues concerning the requests, Mr. Mickiewicz said what is precedent for a public entity, such as the Library, is different from that of a private entity. In addition, the issue has a high degree of impact that would apply to all the branch libraries. As a public entity, if you allow one group to use the facility you cannot prohibit or discriminate against another group. Following further discussion among the Board, on a motion duly made and seconded, it was

"VOTED: to deny the request from **Boston Magazine** to hold a "Best of Boston" party celebrating the 25th anniversary of the magazine at the Boston Public Library."

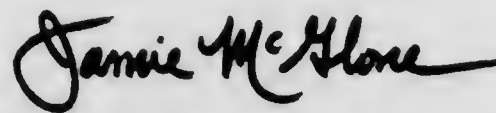
Ms. DePrisco said that the Library should establish a policy that would allow the Board to be selective. Ms. Seigle added that other public libraries throughout the country have room use policies and suggested that the Board be open to looking at these policies.

With regard to the **Boston 2000** request, the Chairman proposed deferring any action on this request until the Board establishes a policy. The Chairman agreed to write to Mr. Drew noting that the Board has an open mind to this request and the Board is in the process of developing a policy and a decision would be made by the end of June 1998.

In other business, Mrs. Gaines said the Board voted over ten years ago to have the minutes of the Trustees' Meetings distributed throughout the Library system including all branch libraries. Mrs. Gaines noted that it was also agreed to have the minutes posted at the front desk of every branch library so that they would be available to the public.

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session. The Meeting of the Corporation adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jamie McGlone". The signature is written in a cursive, flowing style with a long horizontal stroke at the end.

Jamie McGlone
Clerk of the Corporation

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Corporation

In Board of Trustees
Monday, May 18, 1998

The Annual Meeting of the Trustees of the Public Library as a Corporation was held in the Tea Room of the McKim Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, Libby Lai-Bun Chiu, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Dr. Em Claire Knowles, Vice Chair, Examining Committee; Karyn Wilson, President, Blake Jordan, Director of Development, and Tara Evin, Public Relations and Events Coordinator, the Boston Public Library Foundation; Mr. Kenneth J. Mickiewicz, Attorney to the Trustees; staff, public, and representatives from the Friends' Groups.

Chairman William O. Taylor presiding.

The first item on the order of business was the election of officers. Mr. Joseph E. Mullaney was nominated for Chairman by Mr. Deare. Ms. Seigle seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Joseph E. Mullaney was nominated for Chairman. Subsequent to a viva voce vote, Mr. Mullaney was declared elected Chairman.

Ms. Pamela Seigle was nominated for Vice Chairman by Ms. DePrisco. Mr. Taylor seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Pamela Seigle was nominated for Vice Chairman. Subsequent to a viva voce vote, Ms. Seigle was elected Vice Chairman.

Mr. Jamie A. McGlone was nominated for Clerk and Secretary by Mr. William M. Bulger and seconded by Mrs. Berthé M. Gaines. Then, on a motion duly made and seconded, with no other nomination, Mr. McGlone was nominated for Clerk and Secretary. Subsequent to a viva voce vote, Mr. McGlone was declared elected Clerk and Secretary.

On behalf of the Board, Ms. Seigle presented Mr. Taylor with a framed photograph of the Boston Public Library's McKim Building, circa 1895, taken before the official opening of the Library to the public. Ms. Seigle expressed appreciation to Mr. Taylor for his steady and effective leadership and especially for his generosity to the Boston Public Library.

Mr. Taylor expressed appreciation to the Board, President and the Boston Public Library Foundation for their support throughout his tenure as Chairman. Mr. Taylor added that it has been a very interesting time to serve as Chair and the past several years have been very productive ones.

The Chairman proposed that items five, six, nine and ten on the order of business be voted on as a block relating to enabling votes for the signing of payrolls, signing of contracts, for the distribution of income, and the authorization for the expenditure of trust funds. The Chairman proposed that items seven and eight be deferred pending a review on the process of the acceptance of gifts on behalf of the Trustees.

Then, on a motion duly made and seconded, several votes for the signing of payrolls and contracts, enabling votes for the distribution of income and the Jordan Charitable Trust, and the authorization for the expenditure of trust funds were voted on as a block as follows:

“VOTED: that any member of the Corporation or, the President, the Chief Financial Officer, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library.”

“VOTED: that, until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Corporation, and the President, the Chief Financial Officer or the Clerk of the Corporation be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted.”

“VOTED: that the President of the Public Library of the City of Boston be, and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 1997 to June 30, 1998 income on the Children’s Fund now held in the custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H Benton, as required by the 19th Clause of said will;

and
further,

“VOTED: that the President of the Public Library of the City of Boston be, and hereby is, authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Cause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book fund for the period from July 1, 1997 to June 30, 1998, inclusive, now held in the custody of the Collector-Treasurer

of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise

and

“VOTED: that the President of the Public Library of the City of Boston be, and hereby is, authorized and directed to be distributed and paid to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 1997 to June 30, 1998.”

“VOTED: that the President of the Public Library of the City of Boston or designee, be, and hereby is, authorized and directed to receive and account for the gifts from the Jordan Charitable Trust London, United Kingdom, pursuant to an agreement dated October 31, 1995 between the Trustees of the Public Library of the City of Boston and the Boston Public Library Foundation and to report as may be necessary to the Foundation and the Jordan Charitable Trust about the continued use of one gift in the McKim Building as part of the Library of the City of Boston.”

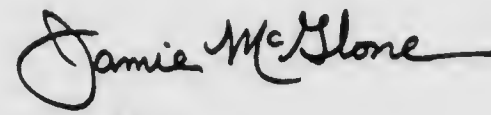
“VOTED: that the President of the Public Library of the City of Boston or designee, until the next annual meeting, is authorized to spend for any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument.”

The President reported on the significant gifts and grants received by the Library during the past year and submitted to each Board member a copy of the report to be filed with the Minutes of the Annual Meeting.

Next, the President reported on the notable and significant acquisitions that were added to the rich collections of the Research Library during this past year. Included among the various newly acquired special collections that were on display in the Tea Room were: **AFRICA: Garland Encyclopedia of World Music, 1998**; Manuscript Collection of the Massachusetts Humorist **Benjamin Penhollow Shillaber (1814-1890)**; **Chefs-d'oeuvre des marqueteurs** by Pierre Ramond; **Frederic Remington: a catalogue raisonne of paintings, watercolors, and drawings**; **Atlas of the Irish Rural Landscape**, edited by F. H. A. Aalen et al.; **Jewish Roots in Poland: Pages from the Past and Archival Inventories**, by Miriam Weiner; and **Member Applications to the National Society of the Daughters of the American Revolution**.

There being no further business, the meeting of the Corporation adjourned at 8:15
a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie McGlone". The signature is written in dark ink and is positioned above the printed name and title.

Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Monday, May 18, 1998

A Meeting of the Trustees of the Public Library as a Corporation was held in the Tea Room of the McKim Building at 8:22 a.m.

Present at the meeting were Trustees William M. Bulger, Libby Lai-Bun Chiu, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Dr. Em Claire Knowles, Vice Chair, Examining Committee; Karyn Wilson, President, Blake Jordan, Director of Development, and Tara Evin, Public Relations and Events Coordinator, the Boston Public Library Foundation; Mr. Kenneth J. Mickiewicz, Attorney to the Trustees; staff, public, and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of March 30, 1998. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of March 30, 1998 were approved.

The Chairman provided background information confirming a telephone vote of the Trustees by the Clerk on May 6, 1998. The telephone vote related to the Board authorizing use of \$250,000 from the John DeFerrari Trust Fund, to augment funds from the Capital budget, for Johnson Building repairs including carpet replacement and restroom renovations.

Mrs. Gaines suggested the Board try not to have many telephone votes so that the Board would be able to have a public discussion of the agenda item before the vote is taken. Then, on a motion duly made and seconded, confirming the telephone vote of May 6, 1998, it was

“VOTED: to authorize the use of \$250,000 from the John DeFerrari Trust Fund for renovations to the Johnson Building.”

President Bernard A. Margolis, in his report to the Trustees, provided an update on the activities ongoing at the Library. The President expressed appreciation to those who contributed to the outstanding success of the month-long series of special programs and events in celebration of the Sesquicentennial of the Boston Public Library.

Among those who contributed significantly to the Library's 150th Anniversary celebration were: Tony Award-winning actor James Earl Jones read from Disney's **Lion King**; A Conversation with Award-winning actor Leslie Nielsen; and **Parade Magazine**

editor and author Walter Anderson talked about "The Best Little Library in the World: One Man's Tale, Including Miracles, Angels, and Promises".

In addition, humorist, humanitarian and best selling-author Cleveland Amory delivered the Library's inaugural Founders' Day Lecture; Poet Laureate Robert Pinsky made the local launch of his nationwide "Favorite Poem Project" from the BPL; and Pulitzer Prize-winning author David McCullough (**Truman**) and Award-winning artist and illustrator Wendell Minor discussed "The Fine Art of Book cover Design and Illustration".

The President also expressed appreciation to Mayor Thomas M. Menino for his support of and participation in many of the Sesquicentennial events; Public Relations Officer and the Library Staff Committee who put together the exciting list of programs and events; and the Branch Librarians and Staff who hosted Open Houses with balloons, cakes and special programs marking this historic anniversary at most of the 25 neighborhood branch libraries and at the Central Library.

The President updated the Board on the progress made toward the restoration and expansion of service hours in the branch libraries. Three branch libraries are now open during the lunch period including the North End, West End and the Egleston Square Branch, which is now also open on Saturdays. Recruitment efforts are moving full speed ahead to enable the Library to open all branch libraries on Saturdays.

On the collaborative effort front, the President said the Boston Public Library is jointly sponsoring with the Massachusetts Board of Library Commissioners and the University of Massachusetts at Amherst a one-day planning business and economic development summit in the Fall of 1998. The primary purpose of the summit will be to identify business and economic development information needs that might be provided through a statewide network of libraries, supported by funding provided by the legislature as part of the MBLC's *Strategic Plan*.

The Library is also in the midst of discussions with the City of Boston that is expected to lead to a formalized collaborative agreement between the Library and **Read Boston**. At this point in the budget process, the proposed FY 1999 operating budget includes funding for the addition of the **Read Boston** program to the Library's programmatic mission.

The Boston Regional Library System, headquartered at the BPL, has been expanding its membership. More area libraries have been signing up and additional ones are interested in becoming members of this multi-type library system. Discussions are also underway for the establishment of a Massachusetts Center for the Book, a program affiliated with the Library of Congress. Along with the BPL, the University of Massachusetts at Amherst and the Massachusetts Humanities Council are involved in the planning efforts.

On the facilities front, the President reported the McKim Restoration project is progressing very well including window re-glazing and painting and re-design of the Courtyard; and the Johnson Building bids have been issued for carpet replacement and re-design of the restrooms.

Planning efforts are moving forward for the closing of the Southbound lanes of Dartmouth Street in front of the McKim Building; John Hancock Company supports a plan for closing the entire street; and the demolition phase has begun for the development of 25 Huntington Avenue, which is being called Trinity Place, that calls for building a 19-story 140-unit condominium complex with retail stores on the first floor.

On the Personnel front, the President said he was pleased to introduce to the Board Ms. Veronica Rock who assumed the position of Human Resources Officer on April 1, 1998. Ms. Rock has a graduate degree in Human Resource Management and more than twenty years of personnel experience including labor relations, compensation, training, organizational development as well as recruiting and staff development.

With regard to contract negotiations, the President reported that an agreement has been reached with the Graphic Communications International Union, one of the Library's three unions, for a successor three year contract to run through September 1999. The proposed agreement will be brought forward to the Board for a vote at the next meeting.

In case of a situation requiring emergency evacuation of the Library, Emergency Evacuation Procedures have been developed and are in the process of being refined with input from the Library's Health and Safety Committee.

The President shared with the Board expressions of appreciation from Ms. Marianne Burke and the Curley Family for the Memorial Program held at the BPL on Saturday, April 4, 1998 on behalf of Arthur Curley, Director Emeritus, and BPL Director and Librarian from 1985 to 1996. The President said the Library continues to receive expressions of sympathy and contributions on behalf of the late Director.

On the technology front, the Library has submitted an application to the Universal Service Fund, created by the FCC, to support and upgrade our telecommunications infrastructure with state of the art devices, including a new telephone system, and increased internet bandwidth to all branch library locations. In addition, the City's capital projects budget includes \$1 million per year for five years to support a book and materials security system for the Library.

The President reported that the Library's internal change process is moving forward quite well with an ambitious agenda. The Change Team has established thirty-seven staff focus groups, bringing together all members of the staff, to gather their suggestions and input for instant changes. Included among the recommended instant changes is the proposal to bring internet e-mail access to all employees.

The President then shared with the Board an invitation from the Urban Libraries Council for Library Trustees who would be interested in serving as a member of ULC's new Working Groups. Four Working Groups have been established centered around the areas of urban youth; urban libraries and urban assets; lifelong learning centers; and a leadership capacity building working group.

Mr. Mullaney, Chair of the Trustees' Capital Projects Committee, reported that the Committee has been focusing on the McKim Restoration project which is moving forward very well. The Chair noted, that at the last Trustees Meeting, the Board authorized the use of \$750,000 from the Trustees' Endowment Fund for architectural design services for Phase IIB. The Chairman said this was necessary to maintain the momentum of the project to ensure that nothing will interrupt the McKim restoration process.

With regard to Phase IIB, McKim roof repairs and Courtyard restoration have been added to the scope of this construction phase which is expected to be completed by the end of 1999. Phase IIC is being revised and will include restoration of all remaining rooms and will be influenced by the Master Plan and Program process. A target date of late July 1998 has been established for completion of the Master Plan and Phase IIC is expected to be completed by 2001.

The Chair said that the Capital Projects Committee would begin spending more time on the development of a five-year master capital plan for the Library including the branch libraries. Meanwhile, the new addition to the Hyde Park Branch Library is on schedule, progressing very well, and is slated for completion by the Fall of 1998.

Highlights of other branch capital projects include: planning for a new Allston Branch Library is well underway; installation of an elevator at the Charlestown Branch Library has been completed to meet ADA compliance; and the potential for future establishment of public library service located near the Convention Center at the waterfront area in South Boston has been discussed.

The Chair reported that the Committee has also been discussing the complex issue of how the Library would be able to accept outside beneficence to help improve facilities, while meeting State and City standards, and to develop an approach that encourages generosity.

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that the Committee has been meeting and looking at various sites in Boston to consolidate the Library's storage facilities. The Chair said the Committee is scheduled to meet again in June 1998 to review potential sites.

Mrs. Gaines, Chair of the Trustees' Examining Committee, reported that all three Examining Subcommittees, including Human Resources, Public Relations and Technology have submitted their reports. Mrs. Gaines said that the final Examining Committee report is expected to be completed by the June meeting of the Trustees.

Mr. Mullaney, Chair of the Trustees' Finance Committee, provided an update on the activities of the Committee. The Chair reported that the Library Endowment now totals \$37 million, which has been increasing 25% a year over the last four years. The fund's performance has done reasonably well in a strong market.

The Committee has interviewed two other investment advisors, along with the current investment managers, to entertain proposals for alternative investment managers to manage the Library's endowment. The Committee is also reviewing the investment fund guidelines with a view to gaining a greater variety in the investments.

The Chair reported that Hale and Dorr is making significant progress with its *pro bono* review of the Library's 156 trust funds. An interim report is recommending that the Library may have to go to court to clarify the provisions of some of the funds. The study also calls for devising a better tracking process of the trust funds. The final report is expected to be completed by the next Trustees' meeting in June 1998.

Ms. Wilson, President of the Boston Public Library Foundation, reported on the activities of the Foundation. Ms. Wilson expressed appreciation to Mr. Jordan and Ms. Evin for their hard work contributing to the outstanding success of the Sesquicentennial Gala, held on May 8, 1998 in the McKim building and Copley Square Park, grossing \$1 million.

On the legislative front, Ms. Wilson reported that the Foundation is seeing the State legislation through that is earmarked for the McKim Restoration project. The proposed legislation calls for a \$17 million funding package, requiring the Foundation to raise \$5 million in private funds in 1998. Meanwhile, Ms. Wilson said the Foundation is poised to begin assisting the Library with appropriate funding needs for the branch libraries.

With regard to other activities, Ms. Wilson noted that the Sixth Annual Awards Ceremony for the Boston Public Library Foundation's **Collaborative Program Series** with Boston's Public, Parochial and Private Schools will be held at the John F. Kennedy Library on June 7, 1998. This year's theme for the writing and design program is entitled **Boston Celebrates Books** and submissions were overwhelming due to the collaboration with the branch librarians.

In addition, the Foundation's annual **Read Your Way to Fenway** program is going forward thanks to the generosity of Mr. John Harrington, Trustee of the Yawkey Foundation, who donated 1,500 tickets treating Boston children to a Red Sox game at Fenway Park on Sunday, August 16, 1998.

In other business, Ms. Seigle suggested the Trustees' Employee Relations Committee oversee the planning efforts, with staff participation, for the Fifteenth Annual Trustees' Reception and Recognition Ceremony for Library Staff which traditionally takes place in the Fall.

The Chairman stated that it was necessary for the Board to vote on a branch library location for the next Trustees' meeting. Following discussion among the Board, on a motion duly made and seconded, it was

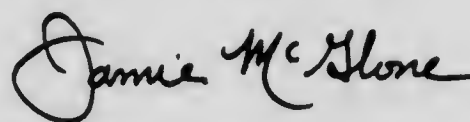
"VOTED: to schedule the next Regular Meeting of the Trustees of the Public Library of the City of Boston to be held at the **Grove Hall Branch Library**, 5 Crawford Street, Dorchester MA on Monday, June 22, 1998 at 3:00 p.m."

The Chairman said that since he accepted the Chair on short notice, he is now in the process of formulating a program and establishing a list of priorities that he would like to accomplish as Chair. In addition, the Chairman said there is need for a lot of committee work and that he will be looking to form some additional committees.

On a related topic, the Chairman noted that a Trustees' Retreat has been scheduled for Friday, June 12, 1998 which will be an opportunity for the Board to discuss their priorities and goals for the next year.

There being no further business, on a motion duly made and seconded, it was voted to go into Executive Session to discuss employee relations issues. The Meeting of the Corporation adjourned at 8:43 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jamie McGlone".

Jamie McGlone
Clerk

BOSTON PUBLIC LIBRARY

REPORT OF GIFTS AND GRANTS

May 1, 1997 - April 30, 1998

GRANTS

LSCA TITLE I.....\$41,625.00
Major Urban Resource Library (MURLS) #97-1-7.1

LSCA TITLE I.....\$73,161.00
MBLN Telecommunication Grant FY98

To provide support to MBLN and nine other "automated resource-sharing networks" in the state. The network must maintain standards-based bibliographic databases and make those databases easily accessible to the public and to members of the regional library systems, support the electronic transmission of Interlibrary Loan (ILL) requests, provide membership options to members of the regional library system, etc.

FY98 Strategic Plan Network Funding-MLIN Program.....\$106,074.00
Statewide Virtual Catalog

To offset the costs associated with development and maintenance of the statewide virtual catalog and electronic interlibrary loan transmission.

FY98 Special Project -- State Plan for the Library Services.....\$277,978.00
and Technology Act (LSTA) -- MBLN System Upgrade

To support a major hardware upgrade for the MBLN, to ensure that MBLN can continue to provide good services to its current members and extend services to the Boston Public Schools and potentially to other new member libraries in the Boston area. The grant funds will be used to purchase a new Digital Equipment Corporation (DEC) Alpha computer system, to be located in BPL's Systems Office. Additionally, MBLN will be purchasing additional software licenses from Data Research Associates (DRA), to increase member library staff and user access to the system.

TOTAL GRANTS.....\$498,838.00

MONETARY GIFTS

Robert and Arnold Hoffman Foundation	\$5,000.00
To establish the Irwin D. Hoffman Memorial Fund	
Edward F. Artick, Jr.	1,000.00
For the Children's Room Fund in memory of Elvira Vecchione Artick	
Robert Artick	3,000.00
For the Children's Room Fund in memory of Elvira Vecchione Artick	
The Seth Sprague Educational and Charitable Foundation	8,000.00
Anonymous gift to the Boston Public Library for general purposes	5,000.00
Anne S. Howells Charitable Trust	1,000.00
Ms. Elizabeth Bradford	2,422.47
Mr. Cornel West and the New England Booksellers Association	1,000.00
To increase literacy among Boston's youth	
Mary C. Egar	500.00
This gift to be added to the Margorie M. Gibbons Fund	
Robert and Arnold Hoffman Foundation	\$5,000.00
To go towards the Irwin D. Hoffman Memorial Fund	
Andrew Oliver Trust	500.00
Mr. and Mrs. Henry Lee	2,065.00
Jonathan B. Loring	1,500.00
Matched by a gift from Fiduciary Trust Co. and allocated to the Print Department	
WGBH Educational Foundation	1,000.00
Gertrude and Kathryn Nason	20,722.00
This gift to be added to the Thomas Nason Fund in the Print Department	
Rita M. and Edward G. Dineen	1,000.00
A gift to the Rita M. Dineen Fund	
In support of materials and services at the Kirstein Business Branch	
The Jockey Hollow Foundation, Inc.	1,000.00
At the suggestion of Mr. and Mrs. Thomas Gill, Jr.	

Bradford Field and Lee Bottome Story Foundation.....	15,000.00
Estate of Arthur Greifeld.....	6,385.58
Antiquarian Booksellers of America.....	1,500.00
Anonymous gift to the Boston Public Library for general purposes.....	1,000.00
Laura V. Monti.....	1,000.00
For the Alicia Monti Fellowship in the Rare Book and Manuscripts Department.	
Mr. P. S. de Beaumont.....	5,000.00
Judge John C. Pappas Family Charitable Foundation.....	5,000.00
In celebration of the life and work of their dear friend John M. Doukas	
Estate of Nancy R. Tierney.....	25,000.00
For improvements to the Fields Corner Branch Library	
Olive Bridge Fund.....	3,000.00
At the suggestion of Mr. and Mrs. Daniel Steiner	
Hambrecht & Quist LLC.....	500.00
Matching a gift from Jim Hayes	
Estate of Rhoda Kimmel Morrison.....	5,000.00
Susan Danseyar.....	1,000.00
The National Children's Book and Literacy Alliance.....	700.00
Children's Literacy	
Margaret and Mary Petrofsky.....	1,000.00
To support Children's Services	
MCI Foundation.....	30,000.00
Towards the MCI LibraryLINK project	
TOTAL MONETARY GIFTS.....	\$160,795.05

BOSTON PUBLIC LIBRARY FOUNDATION

Margret Rey	400,000.00
Children's	
The Boston Globe Foundation	50,000.00
Restoration	
Gerard and Marilyn Doherty	2,000.00
Charlestown Branch	
Richard and Susan Smith Family Foundation	75,000.00
Reading Readiness	
Gala Sources	42,000.00
Summer Storymobile	
Estate of Maurice Neustadt	5,000.00
Hennessey Fund	
Jordan Charitable Trust	250,000.00
Restoration	
Jane B. Cook Charitable Trust	5,000.00
McKim Restoration	
Liberty Mutual Company	25,000.00
Restoration	
Mr. and Mrs. Ray Stata	27,063.21
W. M. Bulger Endowment	
Millipore Corporation	25,000.00
Technology	
Alfred E. Chase Charitable Trust	25,000.00
Children's Furnishings	
Hayden Challenge Match	62,500.00
Children's Furnishings	
Lewis Burleigh	1,000.00
Adult Literacy	
Riley Foundation	60,000.00
Dudley Branch	

Mr. and Mrs. Kevin Phelan	10,000.00
Branch hours of operation	
Goldberg/Kaplan	16,000.00
Reading Readiness Program	
Keel Foundation	50,000.00
Reading Readiness Program	
A. U. Bird Trust	50,000.00
McKim Restoration	
Dr. Iver Ravin	1,000.00
West Roxbury Branch	
Gala Sources	23,000.00
Signage	
The Henry Luce Foundation	75,000.00
American Art	
TOTAL BPL FOUNDATION	\$1,279,563.21

GIFTS OF MATERIALS

Fine Arts

2,231 Black & White Photographs

Taken and donated by Mr. Robert Severy

Index to Boston Building Contracts Recorded in the Suffolk County Registry of Deeds
1845-1849

Compiled and donated by Earle G. Shettleworth, Jr.

Lantern slides of artworks and art objects

Donated by the Museum of Fine Arts

Music Department

Among the gift material received this year is a complete run of the magazine *Bellows*, *The Newsletter of the Friends of the Accordion* from the organization. The newsletter based in California is ceasing publication and the editor wanted to make sure that copies were going to locations which would be willing to keep the magazine for research purposes. The newsletter covers every aspect of accordions -- compositions, history, repair, makers, performances and news about the members.

A large gift of sheet music and hymnals came from William Jameson. The hymn books date from the mid-century and upward. This will fulfill some of the Department's need for more contemporary hymnals.

An extremely large gift of programs came in through the Gifts Department. These will supplement the Department's program files and enable us to document musical performances in Boston and the area.

Douglas Wray gave the Department runs of popular magazines such as *Rolling Stone*, *Guitar Player*, *Sheet Music Magazine*, etc. The gift will fill in missing issues. Those that we already have will be offered to members of the BLC and BAML.

Jean Morrow, Director of the New England Conservatory, has donated a duplicate set of newsletter of the Boston Organ Club newsletter. The issue will make the Department's holdings of the now defunct club more complete.

Robert Illing of Australia continues to work on his musicological research and send the Library copies of his work.

Department of Rare Books and Manuscripts

A group of articles, offprints, news clippings and typescripts related to Sacco and Vanzetti and the 70th anniversary programs held at the Dante Alighieri Society in Cambridge and at the Boston Public Library. Donated by author and participant in the programs, Neil Thomas Proto.

Verdict of History on Sacco and Vanzetti by Frank M. D'Alessandro. Given by the author who participated in the anniversary programs.

Photographs, manuscript documents and two presentation copies of books all related to Joshua Bates donated by his great great great grandson, Rev. Robert Van de Weyer of England on the occasion of the reopening of Bates Hall.

Death mask of William Lloyd Garrison. Gift of Mrs. Brenda Lawler.

The Five Scrolls (Bible. O.T. Five Scrolls. Hebrew) printed in 1984 by CGAR Press, illustrated and designed by Leonard Baskin, bound by the donor Mary Patrick Bogan of Jamaica Plain.

Research Library Services Office

Humanities monographs from the MA State Library. Close to 2,000 humanities-related monographs will be retired from the MA State Library collections and given to the Library.

Papers of Louis Joughin, donated by his late wife, Jean T. Joughin. Their daughter, Ms. Celia Joughin, arranged for transferal of the collection to the Library. The collection comprises Mr. Joughin's research work on Sacco-Vanzetti and papers related to his professional involvement with the American Civil Liberties Union and the American Association of University Professors during and following the McCarthy era.

Working Collection of Mary Moloney Lyons, donated by her daughter, Ms. Margaret C. Moloney. The collection comprises books and research notes related to the American Revolution, as well as early Boston, Ireland and France. Also included are volumes by early 20th Century poets and American novelists.

**Gifts and Exchange
Significant gifts
May 1, 1997 – April 30, 1998**

<u>Date</u>	<u>Donor</u>	<u>Residence</u>	<u>Items Donated</u>
July 1997	Addison Wesley Longman. Publishing Co.	Reading, MA	156 hardcover books and 100 paperback books
June 1997	American Meterological Society	Boston, MA	662 hardcover books, 208 paperback books and 101 government documents
June 1997	Beal, Edith V.	Winchester, MA	Collection of articles from the Boston Herald by Edward Rowe
September 1997	Bonoma, Elaine	Concord, MA	630 hardcover books and 540 paperback books
January 1998	Dobrow, Ira	Boston, MA	35 hardcover books, 150 paperback books and 24 periodicals
September 1997	Financial Publishing Co.	Boston, MA	50 boxes of financial material
March 1997	Francis, Barbara	Cambridge, MA	336 hardcover books, 452 paperback books and 1 periodical
November 1997	Gensemer, Sandra	Charlestown, MA	190 hardcover books and 48 paperback books
June 1997	Gersh, Ilya	Newton, MA	168 hardcover books and 177 paperback books

Gifts and Exchange
Significant gifts
Page 2

<u>Date</u>	<u>Donor</u>	<u>Residence</u>	<u>Items Donated</u>
November 1997	Ghublickian, John R.	Boston, MA	515 hardcover books, 832 paperback books and 13 periodicals
June 1997	Hagen, Caroline	Viola, Indiana	150 hardcover books, 155 paperback books and 15 periodicals
May 1997	Kerins, George J.	Upton, MA	60 hardcover books and 121 paperback books
August 1997	Libby, Shirley G.	Boston, MA	102 hardcover books, 45 paperback books and 16 periodicals
August 1997	Magda, Adina	Brookline, MA	92 hardcover books and 210 paperback books
March 1998	Manzoli, Jeff	Belmont, MA	24 hardcover books 242 paperback books and 18 periodicals
October 1997	Nidositko, Rebecca	Boston, MA	73 hardcover books and 72 paperback books
August 1997	Pinchos, Elaine	Boston, MA	35 hardcover books, 125 paperback books and 20 periodicals
November 1997	Quincy Public Library	Quincy, MA	One skid of Saturday Evening Post magazines from the 1930s through 1960s

Gifts and Exchange
Significant gifts
Page 3

<u>Date</u>	<u>Donor</u>	<u>Residence</u>	<u>Items Donated</u>
September 1997	Sibilio, Suzanne and Robert	Marlboro, MA	1,500 records
March 1998	Anonymous		Autographed autobiography of Col. Gregory "Pappy" Boyington
March 1998	Anonymous		Playbill supplement autographed by Raymond Massey
March 1998	Anonymous		Playbill supplement autographed by Debbie Reynolds
March 1998	Anonymous		Record album autographed by Totie Fields
March 1998	Anonymous		Boston Celtics record album autographed by John Havlicek and Johnny Most

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Monday June 22, 1998

A Meeting of the Trustees of the Public Library as a Corporation was held in the Children's Room of the Grove Hall Branch Library, 22 Crawford Street, Dorchester, MA at 3:00 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle, and William O. Taylor.

Also present were BPL President Bernard A. Margolis; members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Karyn Wilson, President, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Jennifer Snyder and Kimberly Cohen, Attorneys from Hale and Dorr; Patricia Carrington, President of the Friends of the Grove Hall Branch Library; staff, public and representatives from the Grove Hall and North End Branch Library Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The Chairman noted that Trustees William M. Bulger and Libby Lai-Bun Chiu were unable to attend the Trustees' Meeting.

The first item on the order of business was the approval of Minutes for the Annual, Regular and Executive Session Meetings of May 18, 1998. On a motion duly made and seconded, the Minutes for the Annual, Regular and Executive Session Meetings of May 18, 1998 were approved.

The Chairman provided background information confirming a telephone vote of the Trustees by the Clerk on June 1, 1998 relating to a request by the Mayor to host a civic event at the Boston Public Library. Mrs. Gaines noted that she had written another vote with substitute wording for the original telephone vote and requested substituting the rewritten language for the vote. Then, on a motion duly made and seconded, it was

"VOTED: that the Trustees of the Public Library of the City of Boston vote to acknowledge and help promote Boston as a world-class City (in size, scope and amenities) equipped and worthy to hold the most prestigious educational, religious, trade, sport or national convention and to help 'showcase' the City of Boston for the purpose of being chosen the host city for the Democratic National Convention to be held in the Year 2000; herewith, the Trustees on this occasion ratify the approval of the telephone vote to host a reception on June 22, 1998 at the Boston Public Library – the jewel in Boston's crown."

The President provided background information on the proposed award of three contracts relating to: the inspection, testing and servicing of fire alarm and sprinkler systems; examination of building and ground water table levels at the Central Library; and a contract for window cleaning. Then, on a motion duly made and seconded, it was

“VOTED: that, there be entered into with American Service Co., Inc., 20 Fort Street, Quincy, Massachusetts 02196, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for the inspection, testing and servicing of fire alarm systems and sprinkler systems (Group A only) beginning July 1, 1998, through June 30, 1999, and beginning on July 1, 1999, through June 30, 2000, and beginning on July 1, 2000, through June 30, 2001, at a total cost for the three year period not to exceed fifty-nine thousand eight hundred eighty dollars and no cents (\$59,880.00). The cost for the first fiscal year (1999) is not to exceed nineteen thousand nine hundred sixty dollars and no cents (\$19,960.00).”

“VOTED: that, there be entered into with Cullinan Engineering Co., Inc., 400 Commonwealth Avenue, 3rd Floor, Boston, Massachusetts 02215, the lowest eligible, responsive, and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for the examination of building and ground water table levels at the Central Library building referred to as the Johnson Building, during the period July 1, 1998, through June 30, 1999, at a total cost not to exceed nine thousand three hundred dollars and no cents (\$9,300.00).”

“VOTED: that, there be entered into with L. A. Window Cleaning, 14 Roach Road, Stoughton, MA 02072, the lowest eligible, responsive and responsible bidder in the public bidding, advertised under G. L., c. 30B, a contract for Window Cleaning at the Central Library buildings and at other Library locations during the period July 1, 1998, through June 30, 1999, at a total cost not to exceed twenty two thousand five hundred and fifty dollars and no cents. (\$22,550.00).”

Mr. Mullaney, Chair of the Trustees' Capital Projects Committee, reported that the Trustees previously authorized the expenditure up to \$750,000 to keep the McKim Restoration project moving. It now looks like the Trustees will probably utilize only \$450,000 of this prior authorization. However, the Chair said we may require the use of up to \$600,000 from the Library's Trust Funds for the McKim Restoration Project, Phase IIB project costs in order to avoid delay and to keep the project moving. The Chairman said that efforts will then be made to replenish funds at a later date upon receipt of state, city and private funds.

On the recommendation of the Chair, on a motion duly made and seconded, it was

“VOTED: to authorize the use of \$600,000 from the Trustees' Endowment Fund for the McKim Restoration Project, Phase IIB project costs.”

The Chairman then provided background information on a proposed vote to correct a prior vote by the Board relating to the Ninth Amendment to the contract for certain design services between the Trustees and the architects for the McKim Restoration project. In addition, the Chair also proposed a vote to authorize Shepley Bulfinch Richardson and Abbott, Inc. to provide architectural services for the design and construction of the McKim roof and courtyard. Then, on a motion duly made and seconded, it was

“VOTED: to approve the Ninth Amendment to the contract for certain design services between the Trustees of the Public Library of the City of Boston and Shepley Bulfinch Richardson and Abbott, Inc. in connection with restoration and renovation of the McKim Building in the Back Bay district of the City of Boston, Massachusetts in the amount of two hundred forty-two thousand three hundred twelve dollars and no cents (\$242,312.00).”

“VOTED: to authorize Shepley Bulfinch Richardson and Abbott, Inc. to provide architectural services for the design and construction of the renovation and restoration of the McKim roof and courtyard.”

The Chairman then addressed a proposed item on the order of business relating to the use of space adjacent to the North End Branch Library, 25 Parmenter Street, Boston, MA which the President requested be removed from the agenda of this meeting.

Ms. Janet Buda, North End Branch Librarian, noted that members of the Branch Friends' Group and residents of the North End feel very passionately about this issue and were present at the meeting to express their feelings. Ms. Dorothy Raymond, Treasurer of the Friends', said that this issue has been raised in the past and requested that they be informed and notified in a timely fashion regarding any proposed change in the use of the current space.

Local historian, lecturer and North End resident Mr. Frank Foley said this is a rather volatile issue in the community. Mr. Foley said that any changes in the use of the space should consider the impact of noise and staff access for parking and deliveries to the Branch. Mr. Ron Buda, husband of the Branch Librarian, said that the space adjacent to the Branch is absolutely necessary for the functional integrity of the Library and should be kept in perpetuity for its exclusive use. The Chairman assured the Friends' Group, residents and Branch Librarian that they would be properly notified concerning any future proposals regarding the use of this space.

Ms. Seigle, Chair of the Trustees' Education Committee, first expressed appreciation to Grove Hall Branch Librarian Ms. Jacquelyn Hogan and her fine staff for hosting the Trustees' Meeting remarking it is a wonderful Branch and that she was glad to be there.

Ms. Seigle said they have just concluded the first year of the Education Committee and it has been a wonderful experience for a representative group of twenty-three people who have regularly attended these meetings and who represent different constituencies of the Boston Public Library, Boston Public Library Foundation, Boston Public Schools and other institutions with whom we interact.

In retrospect, Ms. Seigle remarked that the Education Committee has served as a catalyst encouraging increased cooperation and collaboration among the schools and the library. The Committee members have learned also that there are tremendous individual examples of both programs and relationships that schools and branch libraries have established.

In the future, they would like to see more focus and coordination to ensure that the fundamental issues can be addressed noting these are challenges, not just for the Boston Public Library and the Boston Public Schools, but for all schools across the nation. As they move into next year's agenda, the Committee will be looking at implementation issues including working with the Massachusetts Board of Library Commissioners which has recently issued a Task Force Report looking at the relationship between schools and libraries.

The Chairman remarked that another reason why the Trustees wish to relate the Boston Public Library to education issues is because it is one of Mayor Thomas M. Menino's top priorities. In addition, the Chair said he read the Minutes of the Education Committee meetings that show the wonderful connections being established between the Library, Schools and other institutions.

Mr. Deare, Chair of the Trustees' Employee Relations Committee, first acknowledged the work that is being done by President Margolis and staff throughout the Library who are in the process of reviewing human resource issues with a view to contemporizing the Library's human resources staffing. To this end, Mr. Deare noted there is a system-wide change process underway to review this effort.

On behalf of the Employee Relations Committee, Mr. Deare said that he wishes to encourage the work that is being done and especially the participation by staff institution-wide. The Committee plans to stay abreast of these developments regarding future policy implications that may be required to support the change effort.

Next, the Chair provided background information on the proposed provisions and agreement that the City of Boston and the Boston Public Library have reached with the Library's third collective bargaining union, the Graphic Communications International Union, for a successor three year contract which was signed by Mayor Thomas M. Menino. Then, on a motion duly made and seconded, it was

"VOTED: to endorse and ratify the terms of the Graphic Communications International Union agreement for a successor three (3) year contract to run from October 1, 1996 through September 30, 1999."

Mrs. Gaines, Chair of the Trustees' Examining Committee, reported that there was a meeting of the full Examining Committee on Thursday, June 18, 1998. The members of the three Examining Subcommittees, including Human Resources, Public Relations and Technology, have indicated that there are a few more individuals that they wish to interview for inclusion in their final report.

On a related note, Mrs. Gaines said that the report has been somewhat delayed due to numerous problems with illnesses and deaths in the family. Otherwise, preparations for the

completion of the report are moving along fine; the final Examining Committee Report is expected to be completed in another month.

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that the Committee had a meeting just prior to this Trustees' Meeting. Mr. Taylor noted that the Committee has made good progress on identifying and addressing the need to consolidate the Library's storage facilities.

The Library currently has two storage sites located in Norwood, Charlestown and also owns a 43% interest in the New England Depository Library facility in Allston. These facilities will be appraised shortly and the chances are extremely good that we will be able to exit the NEDL arrangement in a way that will benefit the Boston Public Library.

Meanwhile, the Committee is continuing to gather facts and, upon completion of the appraisals, there is the possibility of moving things even further along as the Summer progresses. In addition, once a new storage facility is in place, the Library may be offering space to other institutions including the Boston Athenaeum and the Massachusetts Historical Commission.

Ms. Seigle, Chair of the Trustees' Special Committee on Room Use, reported that the Committee met recently, with three Trustees attending, and agreed in principle on a recommended policy on the use of public rooms and space for the Boston Public Library. The draft policy, which was shared with the entire Board, includes two proposals to allow for some restricted room space use by nonprofit and for-profit organizations.

The recommended proposal suggests a two-year pilot program to determine the feasibility of this type of approach to the use of our public space by for-profit organizations. While there were some additional implementation issues not resolved by the Special Committee, Ms. Seigle said there are also some philosophical issues that remain on the part of several Trustees.

The Trustees then discussed the merits of the draft proposal. With respect to the room use approval process, Mrs. Gaines recommended that all expected use of Library facilities for fundraising should be approved in advance, not only by the Library President, but also in consultation with the entire Board and not by only the Board Chair.

Mr. Taylor spoke in favor of the draft proposal for several reasons. First of all, Mr. Taylor said the document is very thoughtfully crafted and, while Mrs. Gaines' point is well taken, they have confidence in their Board Chairs and their judgement. If the Chair identifies a conflict between language and policy, he believes the Board can trust the Chair to consult the Board for resolution.

Further, Mr. Taylor said this is an opportunity for a wonderful Library system, with a beautiful building that is being restored, and people are literally clamoring to celebrate it and use it for various occasions. In addition, the Board and the Library have a unique opportunity to work with the Boston Public Library Foundation Board on an interim basis; it is not something the Board is buying into forever and if it does not work we can terminate the program.

Mr. Taylor added that the Board has built up tremendous support for this Library, from throughout the entire community to the Mayor's Office, and we would miss a great opportunity if we don't at least experiment implementing this very sensible, well-crafted room use policy.

Mr. McCullough spoke to the other side of the argument. Mr. McCullough said that what the Boston Public Library has done in raising funds and generating momentum is phenomenal, extraordinary and very promising. However, he also feels that there ought to be some places that are not for hire for commercial purposes.

Mr. McCullough said that he is very much against the proposed policy on a philosophical, risk and psychological basis. In a way, the Library is like a shrine; it is a public library and to rent out rooms for parties is not the reason the Library exists.

While he understands why there is a need for a policy, the Board has so much imagination and energy they should be able to think of other ways to raise money. The risks of renting spaces are enormous and they far outweigh the potential gain on a practical basis; if you are opening it up to any organization that means you are opening it up to all organizations. In addition risks of fire, damage, and unpleasant incidents taking place are much greater than any potential benefit.

Mr. McCullough added that he firmly believes the Boston Public Library should not be for hire. If having a party in the public library is a great thing, then why don't we make it harder to get so that only we give the party when the time comes. If anybody can hire the Library, then it loses its rarity and it loses the privilege.

Mr. Taylor said that he disagrees and the proposed policy is worth trying. Mr. Taylor noted that related costs would be completely covered and, if the program is properly handled, it has the potential of raising \$1 million a year. These funds would be added to the endowment, which the Library could use in future years.

The Chairman said that at the Trustees' Retreat, there was strong indication by several Trustees that they do not wish to go along with this policy at this time and recommended the proposal be tabled. The Chairman then expressed appreciation to the Foundation for the enormous amount of time and energy they have dedicated to this issue and added that the Board wishes to look for new ways to work with the Foundation to raise funds.

Then, on a recommendation by Mr. Deare on a motion duly made and seconded, it was

"VOTED: to continue with the existing practice of approving Use of Room Space on a case by case basis."

Ms. Wilson expressed appreciation to the Board and the President for the amount of time and attention that they have given to the proposed program. Ms. Wilson added that the Board of the Foundation is very pleased with its relationship with the Trustees. While this proposed policy was a response to many requests for the use of the Library from foundations and corporations, the Foundation will be looking at more innovative and creative ways to do things for the benefit of the Library.

The President said the proposed policy was a response for the need to provide some protection and security for the Library. The current *ad hoc* basis for approval of each room request does open the door to significant criticism of the Library, noting that we are not putting out a policy in advance for everyone to judge how their request would be treated.

The President then shared with the Board a request from the **Boston 2000 Millennium Commission** to stage a "Welcome in the New Millennium Celebration" in many of the spaces at the Boston Public Library on December 31, 1999. The tentative plan is to have a concert at Symphony Hall and, upon the adjournment at 9 P.M., the audience and other guests will be invited to a gala at the Boston Public Library.

The BPL will be the co-host and there will be a charge to defray the cost of the event. Ms. DePrisco suggested that this would be an opportunity for the Library to coordinate with the Millennium Commission and the Boston Public Library Foundation on this event. Ms. Wilson said the Foundation would certainly be open to that suggestion.

Mrs. Gaines said that historically **First Night** revelers have always gathered at the Library and recommended that they be included in the festivities. Mr. Taylor said they should be included in the event for free. Following further discussion among the Board, on a motion duly made and seconded, it was

"VOTED: to approve in principle the request from the Boston 2000 Commission to co-host an evening 'Welcome in the New Millennium Celebration' at the Boston Public Library on December 31, 1999."

The Chairman asked the President to write to Mr. John E. Drew, Chairman, **Boston 2000 Commission**, conveying the wishes of the Board, and to work out a program that would include community participation and involvement of the Foundation in the event. Subject to resolution of these issues, the Chairman asked that the request then be brought back to the Board to approve any final agreement.

Mr. Mullaney, Chair of the Trustees' Finance Committee, noted that the **Boston Public Library Investment Policy Guidelines and Objectives** were distributed to the Board in advance of the meeting. While these revised guidelines are not terribly different from the guidelines they have been operating under, they generally incorporate what the Board has been doing for some time now in dealing with our investment advisors.

In particular, the guidelines describe some ranges for equities and fixed income stocks, places some limits on investment guidelines requiring investments be limited to investment grade securities, and also places some limit on annual portfolio turnover. Then, on a motion duly made and seconded, it was

"VOTED: to approve and adopt the Trustees of the Public Library of the City of Boston Investment Policy Guidelines and Objectives."
A copy of the guidelines will be filed with the minutes of this meeting.

The Chair reported that the Finance Committee has been interviewing other investment advisors with a view to diversifying the investment approach of its endowment portfolio. The Committee recommends that the Library keep approximately one half of its endowment with the Mellon Bank and move the other half to the State Street Bank. The additional benefit of going with State Street Bank is that they can provide help to the CFO in terms of the accounting, record keeping and tracking of the funds.

Then, on a motion duly made and seconded, and on the recommendation of the Finance Committee, it was

“VOTED: that the Trustees of the Public Library of the City of Boston retain the services of State Street Global Advisors as an additional investment advisor and approved that the Library keep approximately one half of its endowment under management with the Mellon Bank and put the balance with State Street Bank.”

The Chairman then welcomed and introduced Mss. Jennifer Snyder and Kimberly Cohen, Attorneys from Hale and Dorr, for a presentation on the Library's Trust Funds. By way of introduction the Chairman said their participation with the Library is another example of the cooperation between the Trustees and the Foundation. It was through the efforts of Mr. Jeff Rudman, Chair of the Foundation's Development Committee and a very active Board member, that Hale and Dorr was persuaded to give the Library the *pro bono* services of these two attorneys.

The Chairman noted that they spent an enormous amount of time trying to track through the records of the various gifts and bequests made to the Library over many years, catalog and put them in order, analyzed them from a legal stand point, and have come up with some recommendations on procedures for the acceptance of gifts.

Following a presentation by Mss. Snyder and Cohen, the Chairman expressed appreciation to them for their hard work and requested that the Board consider voting on the following recommendations and resolutions: to bring a petition in the Suffolk Probate Court to clarify ambiguities arising regarding the revocability of certain Board votes concerning some of the Institutional Funds; adoption of a Statement of Policy regarding investment and expenditure of Institutional Funds; creation of a Foundation Gift Fund and the General Trust Fund; and adoption of gift language and a protocol for accepting gifts with donor imposed restrictions.

Then, upon a motion duly made and seconded, and on the recommendation of the Finance Chair, the following resolutions were voted on as a block:

“VOTED: that the Board of Trustees hereby approves bringing a complaint for instructions in the Suffolk Probate Court. If successful, such a complaint would:

- a. resolve any ambiguities regarding the modification of prior Board votes relating to certain of the Library's institutional funds;**

- b. determine whether the Uniform Management of Institutional Funds Law (the "Law") applies to the Library's charitable funds created before the enactment of the law; and
- c. Secure Court approval of the Board's Statement of Policy regarding investment and expenditure of institutional funds."

"VOTED: that the Board of Trustees will adopt a Statement of Policy regarding investment and expenditure of institutional funds consistent with the Law."

"VOTED: that the Foundation Gift Fund and the General Trust Fund are expressly authorized to hold funds received by the Foundation Gift Fund and the General Trust Fund respectively, as gifts for the Boston Public Library until such gifts are formally accepted by the Board of Library Trustees."

"VOTED: that when the Board of Trustees imposes any restriction on a gift not required by the donor, the Board will explicitly state that the restriction can be modified by using the following language when accepting the gift:

that there be and hereby is established the (name of the fund), said gift to be held as a fund until otherwise ordered by the Board, the income (as defined in the Statement of Policy adopted by the Board on therefrom to be used for "X" until otherwise ordered by the Board. These restrictions may be modified or eliminated despite further contributions to this fund or reliance by any outside party on the original vote."

"VOTED: that the Board resolves to develop an appropriate protocol regarding permissible restrictions for future gifts the value of which are below a predetermined value."

Next, the Chairman said there are several votes for the Board's consideration which were delayed at the Annual Meeting until the previously approved resolutions were adopted. The Chairman then provided background on a proposed vote representing gifts to be added to the General Investment Account and two votes on the acceptance of gifts. Then, on a motion duly made and seconded, it was

"VOTED: that, the sum of \$98,558.09 representing miscellaneous gifts and royalties contributed to Funds established in the General Investment Account be added to the respective Funds in the General Investment Account as required by their authorizing votes on the basis of \$6.32 per unit which is hereby determined to be the present market value per unit, as follows:

<u>Fund Name</u>	<u>Units @\$6.32</u>	<u>Amount</u>
Antiquarian Booksellers	277	\$1,750.00
William M. Bulger	8,629	54,534.72
Rita Dineen	158	1,000.00
Arthur Heintzelman	475	3,000.00
Thomas Nason	<u>6,056</u>	<u>38,273.37</u>
	15,595	\$98,558.09

“VOTED: that until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at their next Annual Meeting.”

“VOTED: that, until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of the said amounts to be reported to the Board at the meeting following any such acceptance.”

President Bernard A. Margolis, in his report to the Trustees, began by also thanking Ms. Hogan and the Staff of the Grove Hall Branch Library for hosting the meeting. The President then gave a general review of the state-of-the-library.

On the statistics side, the President said we are holding our own in terms of circulation and use of collections eleven months into FY 1998. To date, over 2,900,000 items have circulated and that is perfectly on track to equal last years circulation. In addition, the Library has answered 1,400,000 questions, and 4,847 programs have been held of which 3,349 were children's and young adults programming activities. This figure is ahead of our normal program quotient.

On the research library side, usage is somewhat down, which may be a reflection of a lot of items in storage, particularly in Norwood, where many items are housed in boxes and unavailable. Hopefully, this situation will be corrected as the Library addresses its long-term storage needs.

On the financial side, by most measures, the President said we are in good standing regarding the use of our financial resources. With regard to the FY 1999 Library budget, the City Council rejected the Mayor's entire City budget. However, during the Council budget hearings, a citizen expressed concern about the Library's custodial services and, as a result,

the Ways and Means Chair brought to the Mayor a request for additional custodian positions for the Library.

On a related issue, the Board discussed the longtime and continuing significant custodial problems found virtually throughout the Library system. In particular, the biggest area of difficulty is in the branch libraries and, among all 25 branches, the Grove Hall Branch is facing some of the most critical difficulties.

The difficulties are due to lack of adequate supervision, training, motivation and a shortage in numbers of custodians. Most branches have shared custodian relationships. The President said the Library is on the verge of making some major organizational shifts to help address some of them. The Chairman asked that the custodial issues remain at the top of the President's priority list and Board agenda until they are successfully resolved.

The President said there exists an attitude, institutionally, that we have not embraced the idea that clean, accommodating, exciting, and welcoming buildings are part of the nature of our business. This is an idea that needs to be adopted by everybody system-wide and a process is underway to affect positive change.

Towards this end, a Committee has been established that is working on issues related to cleanliness in the workplace. In addition, Ms. Hogan is heading a team that is looking at the suggestions that came from staff and a group of thirty-nine different focus groups.

Mrs. Gaines noted that three new roofs have been put on the Grove Hall Branch Library and the architects from Public Facilities were supposed to come up with a plan to stop the continuing leakage. The President reported that there is a capital request for \$764,000 to replace the roof.

The President then provided background information and distributed materials relating to the Change Team and **Teaming for Change**, which is a library-wide planning process to position our library, services, and our staff to meet the challenge of providing excellent library service.

The packets included information about Mr. David Burnham who is giving the Library one day a week and working with him now are seven other consultants helping to facilitate the change process within the Library.

One area the change team is moving into relates to some user surveys and data collections. The President said nearly 140 languages are spoken in Boston and the BPL collects materials in 36 languages. As part of our means of service, the Library is also looking at technological applications. The Library recently received a grant from MCI, aimed at giving training to people in using the Internet in their native tongue, and is expected to be implemented soon.

On branch issues, the Library has been experiencing some problems at the Codman Square Branch, particularly with young adults being reckless and misbehaving.

Most of the planned branch capital projects are now on hold because of a cash flow problem experienced by the City. The Library has been working, however, to get some of

them moving along. The bids have been received for the improvements to the Johnson Building including new carpeting and public restrooms. This project is slated to start in August 1998.

On the technology front, the President said the Library is actively seeking funding from the Universal Service Fund. Given Boston's urban status, it was noted that our need is greater and we expect to get the equivalent of several million dollars earmarked to renew the Library's telephone service.

In some of her visits to the branches, Ms. Seigle said librarians have raised the question about paperbacks not being cataloged reflecting a policy decision made several years ago. The President said this issue is high on his list of priorities; it also is an issue that has come up in the focus groups.

There are several million items that are not accessible at all through either of the two on-line catalogs but only accessible through a microform. In addition, there is a backlog of over 300,000 uncataloged items including paperbacks. The President said efforts would be undertaken to address how to make this amazing collection of materials more readily available.

In response to an inquiry, the President replied that the Library is on track to open the branches with the increased hours in the Fall. In addition, as of July 1, 1998, all branch libraries will be open during the lunch period; as of September 1998, all branches will be open on Saturdays, with the agreed exception of Washington Village.

In response to an inquiry, the President said that the most critical part of the change process is to make change part of the Library's culture and to look at what we do in a dynamic way. The Change Team is anxious also to engage the Board.

In addition, the idea of the change process is to create inclusion throughout the organization and to give all the staff a chance to be investors in their jobs and in the mission of the larger organization.

Mr. McCullough inquired what the circulation and visit figures would have been ten years ago. Mr. McCullough asked also for figures showing what percentage of the Library budget was spent on books over the past ten years. The President said he would put together comparative figures on library usage, including program attendance, during the last ten years before the next Trustees' meeting.

Mr. McCullough asked the President to identify his three chief accomplishments of the last six months. First, the President said that every single employee has been invited to participate in the Library and to share their opinion, thoughts and ideas in terms of how they do their job. Second, there are excellent relations with the City of Boston. Third, significant inroads are being made in the fundraising and development area. Lastly, the President said the Library is very much on the threshold of resolving our long-term storage needs and preservation of our collections.

Mr. McCullough then inquired what are the three things that the President has not accomplished but would like to before the end of the year. While the Library is receiving

more funding, we do not have enough money and he would like to bring more money to the institution. Secondly, we should continue with the change process to make some additional changes particularly in the technology area. Thirdly, we should complete the long-term storage and custodial issues.

Mr. McCullough said sometime in the future he would love to receive a list of the concrete, positive accomplishments achieved by the President over the past fifteen months that have made a difference in the Library.

Mrs. Gaines inquired about the status of the M. Jane Manthorne Fund, which was established by the Board and intended to award annual grants to Library staff to support either formal study or continuing education in the field of young adult services. It was reported that, until recently, the income generated from the fund was insufficient to begin implementing the purpose of the fund.

Also, Mrs. Gaines noted that the Parker Hill Branch Library does not have a sign outside the branch and asked for a status report on the lack of outside lighting and efforts to improve the quality of the drinking water.

Ms. Wilson, President of the Boston Public Library Foundation, reported that the Foundation is focusing 90% of its time on finishing securing funding for the McKim Restoration project. She expects this legislation, will be passed by the end of June 1998.

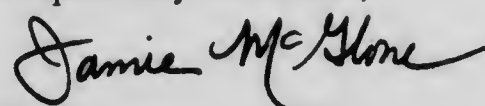
Included in the appropriations bill is \$10 million for the McKim project provided the Foundation raises \$5 million, and there is a commitment of \$2 million from the City of Boston. Ms. Wilson said their goal is to have the \$17 million total fundraising package in place by the end of this year.

In response to an inquiry, Ms. Wilson said that the coordination of grant opportunities between the Library and the Foundation has improved significantly upon the arrival of President Margolis. Ms. Wilson added that sometimes, however, there are grant opportunities that present themselves to the Library staff, independent of the Foundation, and she recommended they be pursued in cooperation with the Foundation for efficient fundraising efforts.

The Chairman then expressed appreciation to Ms. Wilson and the Foundation for their hard work on behalf of the Library and underscored the Board's desire to work closely with the Foundation and to encourage their efforts.

There being no further business, on a motion duly made and seconded, the meeting of the Corporation adjourned at 5:08 p.m.

Respectfully submitted,


Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Special Meeting
Corporation

In Board of Trustees
Wednesday, August 19, 1998

A Special Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 10:30 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, and Pamela Seigle.

Also present were members of the Library administration; Alice Hennessey, Special Assistant to Mayor Menino; Blake Jordan, Director of Development, and Tara Evin, Public Relations and Events Coordinator, the Boston Public Library Foundation; Andrew Hudak, Deputy Director, and Erin Hester, Senior Project Manager, Department of Neighborhood Development; Michael Galvin, Chief of Basic Services; Gregor Trinkaus-Randall, Collection Management Preservation Specialist, Massachusetts Board of Library Commissioners; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The Chairman stated the principal purpose of the Special Meeting is to have all the Trustees informed as to the scope and extent of the damage to the Central Library as a result of the flood that occurred due to a water main rupture on Sunday, August 16, 1998 at 12:30 a.m.

In light of this terrible disaster, the Chairman noted the good news is that this event has served to pull together the staff, management, union leadership and all of the elements in the library community. In addition, the City of Boston has responded exceptionally well from the beginning and the Mayor has pledged his full support. The Chairman added that everything is being done to ensure that the resources and services will be fully restored as soon as possible.

Mr. Cole introduced the team members who have been coordinating the response to the crisis and asked each to provide a review of their coordinated efforts. Mr. Sarro first provided an overview on the sequence and timing of the flood. Mr. Hudak then described the response Monday morning of assembling the team of architects, consultants and conservators to determine the appropriate clean-up method.

It was also necessary to coordinate negotiating with the contractors to provide the removal of material, storage of materials, treatment of documents as well as the general clean up of the affected areas.

Ms. Hester, Project Manager for the McKim Restoration Project and for the flood clean-up effort, reported that just this morning they authorized a more aggressive dehumidification of the Johnson Building. Ms. Hester said a structural engineer has determined that there has been some minimal damage to the basement slab but ruled the building is safe to be occupied. In addition, a geotechnical engineer is on site.

Mr. Galvin described the City's response to the crisis noting that the volume of water from the flood overwhelmed even the Fire Department and he immediately established a triage to contain the flood, pump out the water, and to bring the humidity down.

Efforts were then undertaken to develop contracts to hire the various contractors necessary to assist with the situation. Mr. Galvin noted also that the Mayor has asked him to do whatever is necessary to make sure the situation is resolved as quickly as possible.

Mr. Rutkovskis provided an overview of the use statistics in the affected departments for FY1998. In Government Documents, there were 63,000 requests for items, 9,930 phone calls, with 10,194 patrons coming into the department. In Science Reference, there were 7,000 requests for items, 461 phone calls, with 5,923 patrons coming into the department.

Mr. Rutkovskis underscored the various and unique roles of the Boston Public Library as the City of Boston's public library; the Library of Last Recourse for the Commonwealth of Massachusetts; and the Reference Library for the State.

Mr. Rutkovskis also prepared a list of losses, including salvageable materials, reflecting an estimated 30% loss of government documents and science materials. Ms. Dibble then reported detailed information on how staff teams are operating.

The staff is also working with the contractors concentrating on the wet materials, while the CD ROMS are being washed and placed on bookends to dry. In addition, the staff is manning special telephones to take calls from the public wishing to make donations and expressing their desire to volunteer. The Chairman said the Boston Public Library Foundation has agreed to coordinate this effort.

Mr. Trinkaus-Randall reported that the packing and inventory of damaged materials is moving along with good efficiency. Mr. Stuart Walker noted that we have also received invaluable assistance from the Northeast Document Conservation Center, Harvard University and private conservators.

Ms. Kowal commented that the staff have pulled together marvelously to work on this effort and the City's Employee Assistance Program is prepared to provide some counseling and emotional support. Ms. Rock reported that masks and special gloves are available for staff members.

Ms. Kowal also reported that all the contracts are in place for the cleaning, dehumidifying, packing of materials, and refrigeration, freezing and freeze drying of the damaged materials.

Ms. Loke noted also the damage to the basement of the Johnson Building including the Rabb Lecture Hall, Audio-Visual workroom, Supply Store Room, Library Publications storage area, the Carpentry workshop and Sound Archives.

Mrs. Gaines asked if we have identified all of the sources of where the water is coming from including into the Johnson building. Mr. Galvin replied that the water is coming from the water table but it will have to seek its own level.

Mr. Dunphy reported that the media attention has been extensive and continuous. As a result of the media coverage, the Library has been able to develop a great deal of support.

Ms. Evin suggested scheduling a press conference at the Library to highlight the progress that has been accomplished. The Chairman said the Board would consider this recommendation following the meeting.

Mr. Rizzotti reported on the incredible response by the City and several hundred staff members who are now in the process of sorting through the thousands of damaged documents.

The Chairman said the Johnson Building will reopen for service tomorrow but the McKim building will remain closed at this time. Ms. Hester said the elevators are undergoing inspections to ensure public safety. The Chairman said efforts are also being made concerning the assessment of the loss of the library's collections, the financial cost of the crisis, and what avenues of insurance can be pursued.

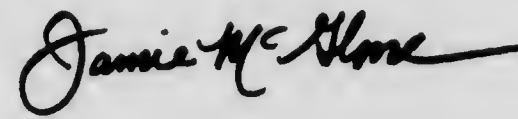
The Chairman reported on the status of the McKim legislation funding noting that the Governor vetoed last week the proposed appropriation of \$10 million reducing the allocation to \$2 million.

There are three potential measures which can be pursued including: the legislature overriding the Governor's veto; the Governor's veto can be reversed at the Governor's request with the unanimous consent of the Legislature; or the Senate President and Speaker could file new legislation at the start of the next session. Following discussion, it was decided to pursue the third option.

The Chairman reported that the Trustees' Capital Projects Committee at last week's meeting received from Ms. Hester estimated costs to complete the McKim Restoration Project reflecting an increase of \$18 to \$20 million over the figures previously used. Mr. Hudak said the estimate is based on a detailed estimate of quantifying the spaces and current architectural costs. The estimate of the cost to complete the balance of the work for the McKim project is \$40 million.

In other business, the Chairman said that the Trustees were sent copies of the Objectives/Priorities for 1998/1999 and he would appreciate their reviewing and commenting on these documents. There being no further business, the Special Meeting of the Corporation adjourned at 11:50 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jamie McAlone". The signature is written in dark ink and is positioned above the printed name "Clerk".

Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Tuesday, September 29, 1998

A meeting of the Trustees of the Public Library of the City of Boston as a Corporation was held in the Trustees' Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle, and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Karyn Wilson, President, and Blake Jordan, Director of Development, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Dr. Em Claire Knowles, Vice Chair, Examining Committee; Vivian K. Spiro, Chair, Associates of the BPL; David Burnham, Partner, Burnham Rosen Group; Joseph Dabek, Director, Consulting Partnerships, Boston Management Consortium; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of June 22, 1998. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of June 22, 1998 were approved.

The Chairman proposed the confirmation of a Trustees' telephone vote taken on August 10, 1998 relating to the Donor Wall Unveiling Ceremony, which was held on September 17, 1998. Then, on a motion duly made and seconded, it was

"VOTED: to ratify the vote authorizing the Boston Public Library Foundation to hold a Donor Wall Unveiling Ceremony on Thursday, September 17, 1998 at 5:30 p.m. in the McKim Building."

Mr. Taylor, Chair of the Trustees' Collections Committee, provided background information confirming the Trustees' telephone vote on August 26, 1998 and on ongoing discussions relating to proceeding with an offer to acquire property located on Dorchester Avenue, Dorchester, MA to support the Library's long-term storage needs. Then, on a motion duly made and seconded, it was

"VOTED: to authorize Library President Bernard A. Margolis to proceed with an offer to acquire the property located at 369 - 385 Dorchester Avenue, Dorchester, MA for long-term storage needs, contingent upon the inspection and approval of the site by the Board Chairman."

Ms. Seigle, Chair of the Trustees' Education Committee, reported that the first Committee meeting of the Fall is scheduled for Thursday, October 8, 1998 and deferred her report to hear about a significant gift pledged to support the expansion of the **Homework Assistance Program** that was established by Ms. Karen Duff last year at the West Roxbury Branch Library.

Ms. Wilson reported that, in honor of one of the Foundation's Board members, Mr. William Shiebler, the Foundation has secured a \$100,000 gift from Putnam Investments to support expansion of the **Homework Assistance Program** throughout the branch library system. Ms. Wilson said that, through the good work of the Trustees' Education Committee, this is an outstanding example of one of the ways in which the Trustees, Foundation and Library staff can truly work together.

Ms. Wilson reported that donations contributed to the Flood Relief Fund total \$225,000 as of this week with a little more than \$70,000 of that representing various in-kind gifts including plastic crates. In addition, a new challenge has been offered from the Bush Rite Campbell Fund who will contribute \$50,000 to the Flood Relief Fund provided the Foundation develops a creative way to inspire some other gifts.

Ms. Seigle acknowledged the presence of Ms. Spiro, Chair of the Associates, and expressed the Board's appreciation of their sponsorship of the very wonderful Children's Literary Lights program that was held on Sunday.

Mr. Mullaney, Chair of the Trustees' Capital Projects Committee, reported that until recently the Committee had been using a figure of roughly \$18 million to complete the McKim Restoration project. However, at the last Capital Projects Committee meeting a new estimate was given that now suggests the total cost of completing the McKim project is in the neighborhood of \$40 million. If these figures prove to be correct, the Library would be facing the need for significant additional funding from City, State, Federal and Foundation sources to keep the McKim project moving forward.

Meanwhile, capital improvements to the Johnson Building are moving forward including installation of new carpeting and renovation of the public restrooms.

The Chairman provided background information on a proposed phased plan for beginning the restoration of the John Singer Sargent Murals and Gallery. The recommendation is to get some preliminary work on the murals with the goal of fully restoring at least one mural before next Summer.

Ms. DePrisco said that the Museum of Fine Arts is planning a **John Singer Sargent Retrospective** for the Summer of 1999 and that discussions are ongoing between the Boston Public Library and the MFA about the potential for a combined fundraising event. Then, on a motion duly made and seconded, it was

“VOTED: to authorize President Bernard A. Margolis to, engage the services of Harvard University Art Museums Strauss Center for Conservation for the purposes of beginning the restoration of the John Singer Sargent Murals and Gallery at a cost not to exceed \$450,000.”

The President provided background information on the proposed award of two contracts relating to the procurement of furnishings for thirteen Branch Library Children's Rooms and for the provision of supplying periodicals and serials for the Library. On the latter contract, the President noted that it is presently done without competitive bidding though the Library is in the process of reviewing the contract with the hope and expectation that it will be put out for public bidding in the future. Then, on a motion duly made and seconded, it was

“VOTED: that, there be entered into with Creative Office Interiors, Inc., D/B/A/ Creative Office Pavilion, One Design Center Place, Boston, Massachusetts 02210, the sole eligible and responsible bidder in the public bidding, a contract for supplying, delivering and installing of furnishings for thirteen (13) Branch Library Children's Rooms of the Boston Public Library, during the period July 1, 1998, through September 30, 1998 at a total price not to exceed one hundred eighty six thousand nine hundred seventy eight dollars and no cents (\$186,978.00).”

“VOTED: that, without public advertising, there be entered into with the Faxon Company, Inc., 15 Southwest Park, Westwood, Massachusetts a contract for (1) supplying periodicals and serials for the calendar year 1999, and (2) servicing the subscriptions for the individual items throughout the year as specified in the Specifications, and subject to the terms, agreements, and conditions set forth in said contract, at a total cost not to exceed three hundred six thousand dollars and no cents (\$306,000.00).”

Through the efforts of Trustee William O. Taylor, the President said that the Library has been invited to take possession of a portrait of Eben D. Jordan by Benjamin Constant. The painting has been on display at **The Boston Globe** and will be put on display in the Library's newly renovated Newspaper Room, which was funded with support from the Jordan Family. An agreement has been developed in principle governing the possession and display of the painting that will also include a provision for its upkeep. Then, on a motion duly made and seconded, it was

“VOTED: that there be entered into an agreement in principle with Macy's and the Globe Newspaper Company governing the

display of a painting of Eben D. Jordan by Benjamin Constant.”

The President provided background information on a proposed annual contract supporting an agreement between the City and the Trustees as a Corporation for the purpose of transferring money from the City budget to the Trustees Corporation, and then expending those monies for the purchase of books and materials. Then, on a motion duly made and seconded, it was

“VOTED: that, there be entered into a non-advertised contract, as authorized under G. L., c 30-B, Section 7(a), referred to as “Procurement of Library Books”, between the Trustees of the Public Library of the City of Boston (a Corporation under Chapter 114 of the Acts of 1878), and certain other library bibliographical acquisitions materials, in an amount not to exceed the amount appropriated in the Library Department budget for books and other related bibliographical acquisition materials, during the period July 1, 1998 through June 30, 1999.”

The Chairman provided a background review on two proposals relating to the additions to the General Investment Account and to existing Trust Funds in the General Investment Account. Then, on a motion duly made and seconded, it was

“VOTED: that the sum of \$104,562.50 representing the income for the period for July 1, 1997 to June 30, 1998 earned by the following funds in the General Investment Account be reinvested in these funds in the General Investment Account as required by their authorizing votes on the basis of \$5.73 per unit which is hereby determined to be the market value per unit as of June 30, 1998.

<u>Fund Name</u>	<u>Units Added:</u>	<u>Amount Added:</u>
Joan of Arc Fund	771	4,417.20
Boston Public Library Staff Centennial Fund	1,141	6,538.66
Centennial Fund	26	150.07
John Deferrari Fund	2,047	11,728.70
Lee M. Friedman Fund	5,150	29,509.39
Lee M. Friedman Memorial Fund	15	86.67
1/4 Lee M. Friedman - Books for Rare Books Department	106	605.24
Dr. Samuel Abbott Green Memorial Fund	5,063	29,013.34
Arthur W. Heintzelman Memorial		

Fund	444	2,541.54
G. K. Hall Associates Fund	116	663.09
Library Art Fund	62	353.26
1/10 John D. Merriam Fund	1,771	10,150.72
Marjorie Wiggin Prescott Fund	5	27.79
Ellery Sedgwick Fund	91	522.69
Shakespeare -- Emerson Fund	36	206.28
Helen O. Storrow Fund	1,286	7,369.94
1/2 Wedgwood Club 25th Anniversary Fund	32	185.59
Stow Wengenroth Fund	69	397.32
Richard McMullan Fund	17	95.01
Total	18,248	\$104,562.50

and further,

“VOTED: that the sum of \$51,917.98 representing miscellaneous gifts and royalties contributed to funds established in the General Investment Account be added to the respective funds in the General Investment Account as required by their authorizing votes on the basis of \$5.73 per unit which is hereby determined to be the market value per unit as of June 30, 1998.

<u>Fund Name</u>	<u>Units @ \$5.73</u>	<u>Amount</u>
Boston Author's Club Fund	44	\$250.00
The Children's Room Fund	6,034	34,574.00
Marjorie Gibbons Fund	87	500.00
Thomas Nason Memorial	2,809	16,093.98
Women's National Book Assn.	87	500.00
Total	9,061	\$51,917.98

The Chairman reviewed the highlights of the **Boston Public Library Objectives/ Priorities for 1998/1999** that were developed at the Trustees' Retreat held in August 1998. Following discussion among the Board, the Chairman noted that the document reflects a planning list of objectives and priorities for the Boston Public Library during the coming year.

In concert with the **Objectives / Priorities for 1998/1999**, Mr. Deare, Chair of the Trustees' Employee Relations Committee, said that the Committee is looking forward to working with the President to advance the aspects of the human resources priorities including: assisting with the hiring of a top management team, review of personnel practices and updating the personnel manual; and providing support for staff development and training programs.

In addition, Mr. Deare encouraged the Trustees, Staff, and Friends to attend the Fifteenth Annual Trustees' Reception and Recognition Ceremony for Library Staff on Friday, October 2, 1998. Ms. Rock then welcomed and introduced Mr. Thomas G. Greene as the newly appointed Supervisor of Labor Relations for the Boston Public Library. Mr. Greene comes to the Library from the City of Boston's Office of Labor Relations.

Mrs. Gaines, Chair of the Trustees' Examining Committee, reported that the Examining Committee Report has been completed and she has handed it over to Ms. Jane Manthorne who has always edited the report. Mrs. Gaines expects the final report to be completed soon.

Mr. Taylor, Chair of the Trustees' Finance Committee, reported that the Committee met with the auditors, Creelman & Smith, on September 1, 1998. They have submitted their preliminary audit report for the year ending June 30, 1998 and have been invited to give a presentation to the Board in Executive Session following today's Trustees' Meeting.

Mr. Taylor said that the Board has been briefed on the insurance coverage issues and other financial concerns relating to the flood that occurred at the Central Library on August 16, 1998. The Library is also in the process of transferring some funds to State Street Global Advisors, which was voted at the previous Trustees' Meeting on June 22, 1998.

Mr. Taylor reported that the Trustees' portfolio did experience a short term loss of cash in the Scudder Growth and Income Fund because of the gyrations in the financial markets, but thanks to CFO Bruce Cole's efforts, monies were moved quickly so that any further loss was avoided.

In addition, the State Legislature had voted not to award the Library the incremental \$439,000 in Library of Last Recourse Funds but there will be further discussions to try to get those funds restored. Discussions are also ongoing with the City about implementing a software package for the General Ledger accounting system, which presently is done manually.

The Chairman reported that he and the Vice Chair met recently with the BPL Foundation's Executive Committee to discuss ways the Trustees and Foundation might work even closer together. To further this end, the Chairman requested that arrangements be made to schedule a meeting later this Fall with the Trustees and Foundation's Executive Committee to discuss increasing collaborative efforts including: areas for additional cooperation; future role of the Foundation; and further exploration of the policy relating to use of public space in the library for functions.

President Bernard A. Margolis, in his report to the Trustees, began by expressing his thanks and appreciation to the entire staff of the Library for a spectacular job in response to the flood at the Central Library under some very difficult and trying

circumstances. The Government Documents and Science Reference Departments were the areas that were most directly impacted; and the staffs of these two departments were outstanding in looking to see how they could simultaneously continue providing service to the public while rescuing materials.

The President also noted the outstanding contributions of a number of senior management staff who marshalled resources and responded to the tragedy including: Bruce Cole, Ruth Kowal, Joseph Sarro, Katherine Dibble, Gunars Rutkovskis, and Veronica Rock.

The success of the flood recovery efforts would not have been possible without the outstanding participation of staff from the City of Boston, particularly Mike Galvin of Basic Services and Erin Hester from the Department of Neighborhood Development. The City has made an enormous quantity of resources available to the Library and has continued to do so throughout the duration of the recovery effort.

The President added that the Library experienced first hand that it is part of a bigger team as demonstrated by the help received from a host of City Departments, including the City's Finance Departments, EMS, Police and Fire, and Water and Sewer. Further, this response is also testimony to the work that Ms. Alice Hennessey has done on behalf of the Library over many years and also to a lot of individual staff members who have especially reached out to colleagues in other parts of City government.

The flood itself has caused substantial damage to the Central Library, including the basement floor of the McKim building, shelving units, wood paneling, and to the internal insulation of duct work. The infrastructure underneath the McKim basement floor will need to be rebuilt, the floor itself replaced, and the entire duct work replaced with new duct work. Most of the electrical services have been restored, although two transformers were destroyed and one elevator is still not working.

The Library is now moving into the principal assessment phase and determining what the appropriate action would be, including rethinking how we use some of the spaces, evaluating the functions in those spaces, and determining whether there are better places or other places where those functions should be provided.

The Rabb Lecture Hall, which has been out of service since the flood occurred, will be back in service for Friday's Trustees' Reception.

One problem that is being addressed now relates to the Sound Archives Department. Nearly 50,000 sound recordings were on wooden shelves in the basement of the Johnson building and there is significant jeopardy to them because many of them got wet.

The President said that the City has told the Library that they will cover the cost connected with the flood. Meticulous records of those costs are being kept and it is expected that the total cost of the flood will be in excess of \$10 million. Meanwhile, the

City has offered the Library use of the former Police Headquarters on Berkeley Street when the materials begin to come back from the freeze drying plant in Texas.

A Flood Recovery Team, Chaired by Mr. Gunars Rutkovskis, has been put in place at the Library. They are devoting about half of their time to supervising recovery efforts while many staff members have been assigned to various tasks related to the flood recovery effort. Overall, the recovery effort is going very well and the Library has been able to provide regular library services while at the same time doing all the work to put the buildings back together.

Mrs. Gaines suggested that a vote be taken to express the Board's appreciation to the staff, City workers and volunteers who participated in the flood recovery effort. Then, on a motion duly made and seconded, it was

“VOTED: that the Trustees of the Public Library of the City of Boston express their thanks and appreciation to the Library staff and administration, City workers, volunteers and Board members who toiled so diligently in the flood recovery effort.”

The President reported on the recruitment status of the three major positions that are open: Facilities Officer, 56 applications; Systems Officer, 20 applications; and for the Communications Officer, 109 applications have been received. To date, 56 telephone and in-person initial screening interviews have been held with the assistance of Winter, Wyman Associates and the Trustees will be invited to participate in the final interviews.

The President announced that Ms. Sally Beecher, Head Librarian, Telephone Reference, and Ms. Paula Fleming, South Boston Branch Children's Librarian, will be among the recipients of the 1998 **Henry L. Shattuck Public Service Award** on October 7, 1998. The Boston Municipal Research Bureau presents this prestigious award to individuals who have made outstanding contributions to public service. In addition, Mr. Kevin C. Phelan, Chairman of the Boston Public Library Foundation, will also be honored as a recipient for his outstanding contributions to public service.

Also, the President said that he was pleased to announce that Ms. Bobby Myles, Supervisor of Systems and Services, was honored recently by the Boston Management Consortium for her participation in the LINK Technology Task Force.

The President proposed a recommendation for a fine-free “amnesty” day for the Boston Public Library that came out of the Library's Change Team process. The proposal calls for donations of canned food that would be accepted in lieu of overdue book and material fines. Mrs. Gaines suggested that it should be posted where the canned foods would be donated, such as the food bank and food pantries, before the program is implemented. Then, on a motion duly made and seconded, it was

“VOTED: to authorize Library President Bernard A. Margolis to implement a staff recommendation for a fine-free “amnesty”

day for the Boston Public Library with donations of canned food accepted in lieu of overdue book and material fines."

The President shared with the Board a proposed cultural agreement between the City of Boston and the Republic of Singapore that includes the interest of the National Library Board of Singapore in having a partnership arrangement with the Boston Public Library. The Board agreed to defer action on this item and to continue exploring the concept of a cultural agreement that includes the desire for a formal relationship between the Boston Public Library and the National Library Board to exchange materials and implement other cultural programs.

The President reported that the BPL owns one of the largest collection of City Directories in the country, totaling over 50,000, which currently are housed at the Charlestown Service facility. The Library was approached by EDR Sanborn Company to digitize all of the city directory information in order to create a database to correlate the city directory information with the city maps at Sanborn's expense and provide them to the BPL. Then, on a motion duly made and seconded, it was

"VOTED: to authorize President Bernard A. Margolis to proceed with an agreement between EDR Sanborn Incorporated and the Boston Public Library under which the Library's city directory collection would be scanned and/or digitized and provided to the Boston Public Library, at EDR Sanborn Inc.'s expense, along with access to the EDR Sanborn City Map Collection, subject to approval of an agreement by the Chairman and President with appropriate legal counsel."

The President provided background information on the Library's ongoing change process, which is called Teaming for Change and stated its purpose is to assess our institution and to plot a course for making it better. The desired outcome for today's presentation is to replicate for the Board part of what the process has involved including using facilitation techniques that are intended to improve our efficiency, use of time and how we deploy our resources.

Change Team member Ms. Karen Duff outlined the purpose of the presentation, reviewed the agenda, and addressed the beginning phase of why the Library is engaged in this change process. The purpose of the presentation is to inform the Trustees about the **Teaming for Change** process and initiative and the desired outcome is for the Board to have an understanding of the change process and to begin asking for the Trustees' input and involvement in the process.

With regard to the purpose of the change process for the Library, Ms. Duff said it is to make a comprehensive recommendation to the Library's President and Board of Trustees regarding what BPL customers will want and need from us in the foreseeable future (the next 5-10 years); what needs of our customers (both current and future) the BPL should serve and what we, the BPL, will need to change in our culture, organization,

and processes to serve those needs; and to recommend a plan to implement those changes as approved.

The change process is inclusive and it is meant to gather input from a wide variety of sources to frame the recommendation and to build consensus among those groups for the recommended changes.

The President introduced Mr. David Burnham whose great great grandfather was Thomas G. Appleton who served as one of the original Trustees of the BPL from 1852-1856. Mr. Burnham has committed one day a week or 20% of his time on a *pro bono* basis to the Library for a full year and he is making an enormous contribution to the Library in a variety of ways. Mr. Burnham brings an incredible amount of experience including teaching at Harvard University and consulting around the world all focused on helping organizations deal with change both in their internal and external environment.

Mr. Burnham is helping the Library to make change a regular part of what our institution is all about; so that we accept it, we plan for it, we anticipate it and we make it part of what our very institutional life is all about. To further this end, the Library is using the Organization Improvement Model, which is used by many organizations, that describes our concept behind the change process and the **Teaming for Change** effort.

As described by the President, the Organizational Improvement Model takes into consideration its stakeholder requirements, vision, culture, strategic and operating operations to improve organizational results. The President said this model is a road map that the Library is using as part of its change process; it is very comprehensive and they are in the preliminary stages of putting this comprehensive model into place.

Mr. Jeff Cramer provided an overview of the activities of the change team noting that the first agenda was to set up focus groups with all the staff. Thirty eight focus groups met over a five-week period representing over 90% of the staff whose purpose was to inform the staff about the change team and its role and also to gather input on their recommendations for instant changes within the institution.

In addition, all the change team members have attended facilitation training sessions to give them the skills to guide groups and help implement some of the more than 1,000 instant change ideas that resulted from the focus groups. Survey sub-teams have been created to identify the Library's external users and non-users, both individual and organizational. An E-Mail account for all staff has also been established to facilitate communication between change team members and staff.

Ms. Jacqueline Hogan provided an overview of who has been involved thus far in the change process with respect to the teams and stakeholders. The change team membership represents a cross section of all BPL staff but they do not represent any particular constituency.

There is also a Process Management Team made up of four senior management members, including President Margolis, Mr. Cole, and Ms. Dibble and Ms. Kowal along with Mr. Burnham, whose purpose is to manage the change team process and set the agenda. The change team process is also being assisted by consultants from the Boston Management Consortium, which is a not for profit group that gives assistance to various city departments on a *pro bono* basis.

Ms. Diane Fay, a thirty year employee of the BPL, described the cultural impact the change process has had on the Library thus far and talked about what is different. While the process represents uncharted waters and it is something the staff has never been involved in, the staff is increasingly learning to do things by consensus and they are enthusiastically participating in this exciting process. Ms. Fay then praised the President for introducing new ways of doing things in the Library and said it is the most exciting time she has ever worked at the Library.

Mr. Burnham highlighted the next steps in the process including where we are going and how we are going to get there. Referring to the Organizational Improvement Model, information is being collected for strategy development from individuals, organizations, and the BPL's various constituencies including those who use the library and those who do not use it. The data will be collected through surveys and focus groups and then analyzed; only then can a complete integrated change plan be recommended to the Trustees for implementation.

Ms. Seigle applauded the President for engaging the staff in the process of developing strategies for organizational improvement including its mission, vision and management and stated that she is also equally impressed with the staff's enthusiasm and commitment to the change process.

With regard to an inquiry from Ms. Seigle concerning the role of the Trustees in the change process, the President responded that they are seeking their guidance and are open to whatever the Trustees feel is the best way for them to be involved in the change effort, including participation on Sub-teams or in responding to outputs from the change process in terms of approvals and decisions that come from the process.

The Chairman said the presentation was very helpful especially for those who did not really understand what the change process entails and inquired why it is a change process rather than a strategic planning process. The Chairman suggested having the change process go through to the level of the full internal involvement of the employees and to submit those recommendations to the Board. Mr. Burnham said that the intent of the change process is to include all of the BPL's stakeholders and constituents at every step of the process in shaping the development of a recommended integrated change plan.

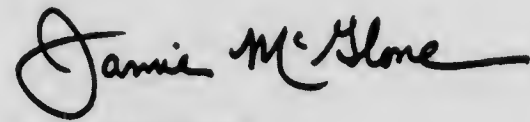
Mrs. Gaines said that the effort requires a lot of hard work and time and asked if it encroaches on their regular work. In a survey of the change team members, they unanimously responded that their regular work in the Library is being done and that they have found the time to do the extra work, often on their own time, and with the assistance

of their co-workers who cover for them during meetings. On a related issue, PSA President Ms. Karen Schafts said that the PSA is in the process of considering time and coverage issues.

The President added that this is an organization that has not done any planning. The recent flood is a good example of the need to plan and to be thoughtful about, in a strategic way, where we are and for making the idea of planning a very regular part of everything the Library does.

There being no further business, the meeting of the Corporation adjourned at 10:10 a.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jamie McGlone". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jamie McGlone
Clerk to the Trustees

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
East Boston Branch Library
Monday, November 23, 1998

A Meeting of the Trustees of the Public Library of the City of Boston as a Corporation was held at the East Boston Branch Library, 276 Meridian Street, East Boston, MA at 3:00 p.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Ms. Merita Hopkins, Corporation Counsel, City Law Department; Ms. Karyn Wilson, President, the Boston Public Library Foundation; Kenneth J. Mickiewicz, Attorney to the Trustees; Mr. Andrew Hudak, Deputy Director, and Ms. Maureen Anderson, Site Coordinator, Department of Neighborhood Development; Mr. Stephen Johnson, Project Manager, and Richard Waters, Principal Library Consultant, Hardy Holzman Pfeiffer Associates; and BPL staff members, the public and representatives from the Friends of the East Boston Branch Library.

Chairman Joseph E. Mullaney presiding.

The Chairman said that Trustee Donna DePrisco had hoped to attend the meeting and noted for the record that this is the first time in three years that she has missed a Trustees' Meeting.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of September 29, 1998. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of September 29, 1998 were approved.

The Chairman proposed the confirmation of a Trustees' telephone vote taken on October 15, 1998 relating to the adoption of Option C as the next scope of work for Phase IIC of the McKim Restoration project and a related vote authorizing the transfer of \$2 million to permit the Library to proceed with the designer selection process in order to maintain the momentum of the McKim project.

The President provided a summary of the project's scope for Option C that would include renovation and restoration work in the following rooms and areas: Ground Floor includes the Dartmouth Street lobby information and security stations, Exhibit/Orientation rooms, Reading room, Tea Room development and the Blagden Street entrance; Stack 4 includes the Abbey Room, Book Delivery room and the Original Trustees Room Suite; Stack 7 includes the Sargent Gallery and Stairway, and the Chevrus Room; and various spaces through the Blagden Street corridor on all levels including signage, technology upgrades, and ADA accessibility improvements.

Then, following further discussion by the Board, on a motion duly made and seconded, it was

“VOTED: to adopt Option C with modification to include the Chevrus Room as the next scope of work for Phase IIC of the McKim Restoration project as submitted by the Department of Neighborhood Development.”

and further

“VOTED: to authorize President Bernard A. Margolis to transfer \$2 million from the Trustees’ Trust Funds that are earmarked for the McKim Restoration Project to the City of Boston to permit the Library to proceed with the designer selection process in order to keep the McKim project moving forward.”

The Chief Financial Officer provided background information on a proposal to add to the previously approved agreement with Creelman and Smith a provision to include a financial audit of the fiscal year 1998. In addition, the contractor will complete a Component Unit Financial Statement required by the U.S. Government Single Audit Act A-133. Then, on a motion duly made and seconded, it was

“VOTED: that the agreement with Creelman and Smith, P.C., 330 Congress Street, Boston, Massachusetts 02210, in accordance with the proposal submitted for the June 30, 1992 opening of proposals, plus the First Amendment dated February 17, 1995, be extended to include the financial audit of the fiscal year 1998 financial statements of the Trustees of the Public Library of the City of Boston, per the Second Amendment dated November 18, 1998. The fee for this audit is not to exceed \$58,192.95. The financial audit will include all Library transactions. In addition, the contractor will complete a Component Unit Financial Statement, required by U.S. Government Single Audit Act A-133.”

The Chairman welcomed and introduced Ms. Merita Hopkins who was invited by the Board to give a presentation on the whole question of legal services available to the Trustees and to the Boston Public Library by the City Law Department. By way of background, the Chairman said that the Trustees have been using a variety of legal services including: services from Mr. Mickiewicz, pro bono services provided by Hale and Dorr, and some legal services from the City Law Department.

The Chairman said that he is proposing to encourage the Library to use the City’s available legal services for the ongoing business of the Library including issues relating to contracts, real estate, and human resources.

To further this end, Ms. Hopkins was asked to highlight the kinds of legal services the City Law Department can provide to the Library and how she would go

about providing it as well as explaining the role that Corporation Counsel is playing in keeping the City's business moving.

Ms. Hopkins provided a review of the resources and services that Corporation Counsel can offer to better service and interact with the Library. The Corporation Counsel Office has a staff of sixty attorneys throughout the City and is a full service law firm. For the most part, the staff is principally litigators but it also includes many attorneys who concentrate in transactional, legislative, and financial law services that are very relevant to the Library's business affairs.

Ms. Hopkins suggested that Corporation Counsel would be delighted to streamline its services to the Library. By virtue of the fact that Corporation Counsel serves the entire City, they have an overall view of many of the issues that are ongoing inter-departmentally. With respect to the Library, Ms. Hopkins said, instead of re-inventing the wheel on some issues, they have already developed a course of action to pursue which they would like to share with the Library.

The Corporation Counsel Office functions as a team working together to get the job done. The staff strive to be problem solvers and tailor their services to give everyone the best advice they can give, within the law, to successfully resolve their issues.

Ms. Hopkins said that the way the law has evolved, the City does not have a codified set of governing laws, but there are special statutes that have been enacted over time. As a result, the law that applies to the City is a conglomeration of special statutes and, because of this, it is the Corporation Counsel's Office that knows the complete body of law of the City of Boston.

Ms. Hopkins proposed to assist the Library with its legal services by designating an experienced attorney to become part of the Library team. That point-person would coordinate the various legal issues for the Library and work with the other lawyers in the Corporation Counsel's Office to handle the Library business.

The Chairman said that Mr. Mickiewicz has been involved with the Library for over twelve years and proposed that the Board would still take advantage of that history and knowledge and use his services as needed. In addition, the Chairman proposed to also use Hale and Dorr and other law firms willing to work for the Library on a pro bono basis.

Mr. Mullaney, Chair of the Trustees' Capital Projects Committee, reported that Hardy Holzman Pfeiffer Associates has been working very hard for many months on a Master Plan for the Central Library. The Capital Projects Committee thought it would be helpful for the Board to see a summary of this wonderful vision for total Central Library.

Mr. Hudak welcomed and introduced Messrs. Johnson and Waters from Hardy Holzman Pfeiffer Associates for a presentation on the Master Plan and paid tribute to Ms. Maureen Anderson for her outstanding performance and contribution as project manager for the City.

Mr. Waters first provided background information on the Master Plan project noting that in the Spring of 1998, discussions began on the need to take a more comprehensive look at the facilities, operational and programmatic issues of the Central Library. As a result, the Department of Neighborhood Development hired Hardy Holzman Pfeiffer Associates to develop a Programming and Master Plan that could be used as a road map for future operational and facilities improvements.

Mr. Johnson shared a slide presentation outlining the Master Plan including a look at the existing facility and a mapping of it by developing a set of computer drawings.

The discussions often reflected four main ideas about the identity of the library: maintain and expand its current exhibit space in support of its role similar to that of a museum; function primarily as a traditional library with a focus on children and its role in the community; fully embrace the technological transformation as a 21st Century Library through the introduction of new technologies and services; and expand its services and facilities for the community at large and specifically for children.

With regard to addressing these various issues, the study team developed its schemes in light of the following six initiatives: A Community Initiative would enable the library to become a more exciting and welcoming place for the public including expanding exhibit, lecture, meeting and children's spaces and services. A Technology Initiative would introduce new technologies for both the patrons and staff including the introduction of new computer areas, full electronic reference resources, digital conversion and reproduction technologies, and a new multi-media collection with audio/visual equipment.

An Enterprise Initiative would bring desired services to the library, create a new draw of clientele, and introduce an additional revenue stream. A Processing Initiative could be executed in a single, concise effort in order to account for all the unprocessed material in the library. New technologies would quickly facilitate the accounting and cataloging of unprocessed materials and gifts. An Off-Site Initiative would give the library the breathing room it needs to better service and house the materials it has now, as well as begin to address the inevitable growth of many collections. Lastly, a Development Initiative would address the need to fund all these improvements and modifications.

Based on these initiatives and issues, the study team developed different options in light of certain factors about the existing condition of the buildings and current renovations, as well as incorporating various goals and opportunities.

Mr. Johnson then described the major elements of the planning options including: maintaining the McKim investment and extensive renovation work that has already gone into the project with a few adjustments; improvements to the front door and lobbies of the two buildings including installation of an information desk in the lobby of the Johnson building and new information and guard/check-out desks in the McKim lobby; creation of a new Popular Library in the Johnson building which features only the most current and popular circulating materials such as video and audio materials.

As reference activities become increasingly electronically based, the planning option calls for a new Main Reference Center to be located on the second floor of the Johnson building in a multi-function space called the Information Common that will also provide Internet access; a new Music and Performing Arts Center is proposed for the third floor of the Johnson building that will provide patrons access to records, audiocassettes and CD's, CD-ROM's, videotapes, and the opportunity to listen and view music and performing arts programs.

A Digital Conversion & Reproduction Technical Center, to be located in the Basement of the McKim building, would serve a crucial role in the digitizing of the library collections, and provide for large scale and color reproduction, as well as photo documentation.

The next steps in the Master Plan and Programming process relate to defining goals and objectives, identifying staff and service impacts, and establishing and developing priorities for the next round of programming. The study team undertook a cost estimating effort for all of these components and believes this overall Master Plan is in the range of a \$90 to \$100 million investment including the McKim Restoration project.

Referring to a facility model that was on display, the study team then walked the Trustees through the proposed Master Plan and Programming recommendations for the Central Library.

There are several steps in moving forward with the plan including: developing the Programmatic Phase in order to identify the linear feet and number of staff for each of these areas so they can be significantly quantified; planning in more complete detail the Technology Initiative; and thirdly, further developing the Master Plan into a Concept Plan that would help facilitate it as a fundraising tool.

Following the presentation, the Chairman commented that it is a marvelous plan, particularly the way it brings together the two buildings. Mr. Bulger expressed preference for the present location of the Children's Room noting its convenient proximity to the entrance of the Johnson Building. Ms. Seigle said it is a very exciting plan particularly the way in which it takes into consideration all the different roles that the Library might play in the 21st Century. The President said it has been a very participatory process for the staff, there is enormous appreciation of the final product, and the Library is ready to begin the project.

On another Capital Projects Committee activity, the Chairman reported that four Library Trustees, along with representatives from the City of Boston, served on the McKim Designer Selection Committee. Following a competitive bidding process, the Committee interviewed three very good architectural firms who were selected as finalists and Shepley Bulfinch Richardson and Abbott, Inc. was chosen to continue as the architects for the McKim Restoration project.

Mr. Hudak solicited the Trustees' support in terms of moving ahead to embrace the concepts in the Master Plan and sought their direction on how the Library should begin, given that a great deal of activities included in that plan, would influence the future planning of the McKim Restoration project.

In addition, Mr. Hudak said the team is ready to begin negotiating the contract with Shepley Bulfinch Richardson and Abbott, Inc. for spaces that have been identified with Option C but they need guidance and direction from the Trustees on how those spaces are going to be used. Following further discussion among the Board, on a motion duly made and seconded, it was

“VOTED: to adopt the overall concepts of the Boston Public Library Central Library Programming and Master Plan as submitted by Hardy Holzman Pfeiffer Associates, and further, authorized Library President Bernard A. Margolis to amend the contract with Hardy Holzman Pfeiffer Associates to develop a detailed Programming Study for those spaces identified with Phase IIC of the McKim Restoration Project.”

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that progress is being made towards the acquisition of the property located at 369-385 Dorchester Avenue, Dorchester, MA to address the Library's long-term storage needs, subject to further exploration and satisfactory resolution of issues relative to environmental and tenancy concerns.

In light of these issues, an extension of the time for completing the Purchase and Sale Agreement has been tentatively agreed to by both parties until December 11, 1998. The Chairman said there will be a meeting on December 7, 1998 with all parties involved in the process to resolve these outstanding issues in preparation for proceeding with the P & S agreement.

Further, the Library would not accept the property until there is clear comfort on any future liability that may develop as a result of the environmental issues; nor will they accept the property until the present owner has reached a full and complete agreement with all tenants. The Committee has further suggested that the lawyers negotiate an escrow of funds, which would be going to the current owner, be set aside to cover any liability resulting from future environmental issues.

In addition, the City of Boston has indicated an interest in working with the Trustees to provide space in the Library's proposed long-term storage facility dedicated to housing the City of Boston's archive materials requiring an estimated 50,000 square feet. Following further discussion among the Board, on a motion duly made and seconded, it was

“VOTED: to authorize Library President Bernard A. Margolis to proceed with the Purchase and Sale Agreement to acquire the property located at 369-385 Dorchester Avenue, Dorchester, MA for long-term storage needs, subject to the

approval of legal counsel, the President and Chairman of the Trustees' Collections Committee; and further, that all outstanding issues relating to environmental issues and the termination of tenant's leases are resolved in a manner satisfactory to the aforesaid individuals."

Ms. Seigle, Chair of the Trustees' Education Committee, reported that the Committee has been serving as a catalyst for bringing together a diverse group of people from across the Library, the Boston School Systems, the City and many other constituency groups to consider what good work is already being done and what we can continue to do to support the education of Boston school children.

This effort has taken the form of identifying some basic frustrations that the Library staff has experienced for a long time around such issues as reading lists concerns which have resulted in students not being able to complete their assignments and librarians not being able to successfully respond to student requests. It has also brought forward individuals, such as Mss. Dibble and O'Brien from the Research Library, who have conveyed the message that the Research Library wishes to play a stronger role in working with the schools by making it more accessible to the schools.

A Subcommittee, headed by Ms. Christine Peterson, has been established as a result of initial conversations President Margolis had with Mr. Louis Casagrande, President of the Children's Museum. The efforts of the Subcommittee have resulted in collaborations between the wonderful Arthur exhibit, which will be on display at the Children's Museum for the next two years, and the Boston Public Library branch libraries which are now having visits by Arthur. In addition, the librarians at all of the branches have been able, through the William M. Bulger Fund, to purchase additional books on Arthur.

The Committee has also encouraged and allowed people who have had dreams, and who have been able to start them, to further those dreams. Ms. Karen Duff, Adult Services Librarian at the Codman Square Branch, described to the Committee the Homework Assistance Project, which she started in West Roxbury, and which has now been expanded to eight branches funded through the efforts of the BPL Foundation.

In addition, Ms. Margo Strom, Executive Director of Facing History and Ourselves, presented to the Committee her ideas at the initial stages of developing the Choosing To Participate initiative which has resulted in an outstanding exhibition and series of lectures and community conversations that have taken place over the last eight weeks in the Rabb Lecture Hall drawing overflow crowds. Ms. Seigle said Mr. McGlone, who is a member of the Education Committee, worked very closely with Facing History as well as other branch librarians who have developed a film series and programs that are coordinated with the exhibit including site visits by over 6,000 school children.

Ms. Seigle underscored that the Education Committee has been truly a very important Committee in terms of bringing people together and serving as a vehicle to facilitate and foster discussion around the educational needs of Boston children. Ms.

Seigle welcomed anyone who would like to attend the next Committee meeting scheduled for December 10, 1998 which will include an exercise to determine and set future priorities as well as developing some Subcommittees. In addition, Ms. Seigle said it is her hope that when a Youth Services Coordinator is hired we will have in place some of these priorities for them to develop further.

Mr. Deare, Chair of the Trustees' Employee Relations Committee, was pleased to report that since Ms. Rock was appointed Human Resources Manager and recently joined by Mr. Greene as the new Supervisor of Labor Relations, they have been able to resolve a number of outstanding grievances that have been a backlog for the department. In addition, they have been meeting regularly with representatives from the PSA and AFSCME to discuss issues of importance.

Recalling that one of the priorities that evolved from the Trustees' Retreat was the need to update the Personnel Manual, Mr. Deare reported that the staff of Human Resources has begun the task of merging the Library's manual with the City of Boston's policy manual and collective bargaining agreements. A Committee is being formed to begin the project of producing a current document for review. In addition, Mr. Greene has begun discussions to form working groups to develop a staff evaluation system.

Mr. Deare reported that as the result of a hit and run accident, the Library recently experienced the unfortunate loss of Mr. Joseph Harper, a valued employee who served the BPL well for close to forty two years. The Chairman suggested that a memorial resolution be drafted for the Board to adopt at their next meeting acknowledging the outstanding contributions of Mr. Harper. Following discussion among the Board, on a motion duly made and seconded, it was

"VOTED: to request Library President Bernard A. Margolis to have a memorial resolution developed acknowledging the outstanding contributions of Mr. Joseph Harper during his forty two years of service to the Boston Public Library for the Board to adopt at their next meeting."

Mr. Deare reported that a Committee of managers and staff has been formed to design a program to recognize staff for outstanding accomplishments and an update on its progress will be provided at a later date. In addition, ten managers and supervisors from the Library have taken part in Leadership 2000, which was an eight-week leadership development-training program offered by the City of Boston. The feedback received has been positive and the group will be called upon to be an advisory group to work with the Employee Relations Committee to assist with staff development issues.

Mr. Deare announced that several other programs are planned for the beginning of 1999 including: workshops for staff in English as a Second Language; train-the-trainer workshops on Substance Abuse prevention; supervisors training workshops; and Labor Relations is beginning a series of monthly sessions with managers and supervisors.

Lastly, Mr. Deare invited the Trustees and staff to the Library's Holiday Celebration scheduled for December 18, 1998 at 6:00 p.m. in the Chavannes Gallery celebrating this year's theme Holidays All Over The World.

On an issue related to the development of a staff evaluation system, Mrs. Gaines suggested it might be a good time for the Board to consider having the second half of the Hewitt Study commissioned concerning a review of the classification of positions to establish career paths to reward and retain valued employees. Mrs. Gaines recommended that this study could be tied into the Library's **Teaming for Change** process.

The President said he views the Change process at some point focusing on some of these staff development issues. Further, the President has had discussions with the PSA on how the Library can develop other opportunities for staff to be promoted within the current structure. Mrs. Gaines noted that the Trustees has postponed implementing the second half of the Hewitt study and stated that dialogue without action can sometime can be self-indulgent and tends to maintain the status quo.

The Chairman requested that Mr. Deare and Mrs. Gaines work with the President on developing a strategy addressing the classification issues raised in the Hewitt Study and report back to the Board at the next meeting.

Mrs. Gaines, Chair of the Examining Committee, reported that she is pleased to report that the 1997-1999 Examining Committee Report of the Public Library of the City of Boston is completed which she shared with the Board, President and the Clerk. Mrs. Gaines expressed appreciation to everyone that worked on the report and noted that the Examining Committee members have expressed a desire to meet with the Board to discuss the report.

In terms of process, in the past the Examining Committee Report was presented to the Trustees for a vote of acceptance, printed and then distributed to the public. The Chairman requested that all Board members be given a copy of the report and asked that it be placed on the agenda for the next Trustees' Meeting.

Mr. Taylor, Chair of the Trustees' Finance Committee, said the Committee is scheduled to meet on December 15, 1998 to address two items: budget development for FY 2000; and review of the Trustees' investment portfolio.

The Chief Financial Officer introduced Mr. Ed Maheigan, the newly appointed Procurement Manager, who comes to the BPL from the retail industry with over two decades worth of experience in procurement management and with capital budgets. Mr. Cole also reported that one half of the investment funds have been successfully moved from the Boston Company to State Street Global Advisors.

With regard to other financial related activities, Mr. Cole reported that his office is in the process of developing an insurance plan for the Library; a security plan for the portrait of Eben D. Jordan is in place; he has been working with Hale and Dorr to track and clarify any ambiguities concerning any restrictions in the Trustees' Trust Funds; the FY 2000 budget planning process has begun; the flood recovery effort team has been

making great progress and are in the process of developing a stronger recommendation with respect to expected costs and a time frame for completion; and the process has begun for hiring a Comptroller.

Ms. Wilson sought the Board's guidance on a particular fundraising issue. Ms. Wilson recalled that the Board had approved for the Foundation a **Named Gift Program** which specifically allows for individuals who make gifts of \$1 million plus to have rooms in the McKim building named in their honor. Ms. Wilson said she has a potential donor who has posed the question of whether or not, if they made a gift at this same level but for another use other than restoring a room, would there be the same opportunity of having a room named in their honor.

Following discussion among the Board, it was agreed that the Board would take the issue under advisement but underscored that the rooms should be used for the agreed upon purposes as outlined in the criteria of the approved **Named Gift Program**.

President Bernard A. Margolis, in his report to the Trustees, amplified comments made by Mr. Deare about our loss of Mr. Joseph Harper noting that he is pleased that a memorial resolution will be on record honoring his service because he truly has been a very close friend and colleague of many library staff.

On the facilities front, the President reported that the planning effort for a new branch library in Allston is well underway noting that the architects have come back with new treatments for the front of the building which everyone is thrilled with; the Johnson building restrooms and re-carpeting project is also well underway; and a variety of community meetings have been held in preparation for proceeding with the renovation of the Courtyard of the McKim Building.

The President reported that he and Mr. Deare attended the annual meeting of the Associates of the Boston Public Library and they were pleased to accept a check for \$85,000 as this year's magnificent contribution representing their largest annual gift to date to support both children's service activities and the flood relief fund.

On the programming front, there have been lots of activities including the **Facing History and Ourselves Choosing To Participate** program, which has indeed attracted thousands of people. A community forum program was held last week as part of the initiative that was superb and included a conversation with Boston political and community leaders.

On the staffing front, the President was pleased to announce the appointment of Ms. Roberta Zonghi as the new Keeper of Rare Books and Manuscripts and formally congratulated Ms. Karen Duff on her election as the new President of the Professional Staff Association, officially beginning this week in that new role.

In addition, the President is moving to his final interviews with candidates for the Systems, Facilities and Communications Officers positions noting that for all three jobs the Library received over 215 candidates. To this end, dozens of interviews have been conducted in order to bring in a pool of the best qualified people for these positions. On

the media front, the CBS sit-com **To Have and To Hold** on December 16, 1998 will be featuring a library scene with props from the Boston Public Library.

The President provided a "Teaming for Change" update reporting that they have moved into the phase now that includes a variety of focus group activities with the public. The Library staff will be conducting twenty-four focus groups that will engage both people who use the Library and those who do not as well as organizations that have traditional use of the Library and those who do not use it heavily. The focus groups will be approaching these sessions with a view of finding out how we can improve our services and address people's needs for library services in the future.

The formalized Change Team activity is winding down as we move into the next phase in terms of moving the change activity into the broader library context. The President said that he is very pleased that Ms. Seigle has agreed to help with the Education focus group and also has agreed to serve as a liaison between the Trustees and the change process.

Also, as a direct adjunct of some of the Change Team activities, the Library has been conducting lots of facilitated meetings with staff to look at the future, at least on an interim basis, of how we supervise Community Library Services. Mrs. Gaines also participated in one of the facilitated meetings and the President has received some great input from staff in terms of how we organize the Library and improve our efficiency in terms of our services.

With regard to the flood recovery effort, the President said there is a team headed by Mr. Gunars Rutkovskis which is working very hard and is looking at all the flood recovery issues. The Library has begun receiving some of the materials returned from the freeze drying process with mixed success as demonstrated by several examples the President shared with the Board.

There will be lots of work to do noting that almost a half million paper items will be coming back in staggered shipments that will require cleaning and other care and preservation attention. In addition, nearly 3 million microform items were damaged and the Library is not particularly satisfied with the success of the freeze drying technique used for that format. Many of the microform units have stuck together and will be completely lost, requiring a replacement effort.

Meanwhile, the Library has had a good working relationship with the City, and in the next part of the meeting, the Board will be asked to approve some contracts that the City has agreed to reimburse the Library to support the flood recovery activities. Full restoration of the collection to its previous state is still to be realized.

The President said a presentation was made to the Boston City Council and most of the principal staff members involved in the recovery efforts were there to share different elements of our recovery plan. In addition, the Library is beginning the process of reviewing and revising its disaster plan in light of our experience with the flood to improve our future disaster response effort.

Lastly, the President shared with the Board a Historical & Comparative Report on the Trends Among Selected Use Indicators that was developed by Community Library Services. This comparative statistical review examines trends dating back to 1987 in a variety of different areas to help give some perspectives about Library service delivery and usage activities.

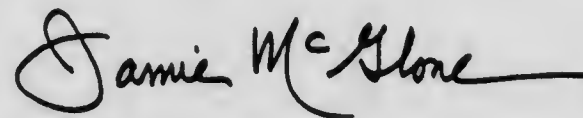
Trustee David McCullough asked a question about library usage at a previous meeting and this report is partly in response to his inquiry, which gives us some perspective of the directions in which the Library has been going. The President reported that, for the first time in the history of the Johnson building, over 1 million items were circulated to the public this past fiscal year.

In other business, the Chairman reported that in a meeting of the Foundation Trustees, he promised he would revisit at some future meeting the issue of the rental of library space. Since the last Trustees' meeting, the Chairman said that he learned from meetings with the Boston Consulting Group that nearly every significant building in Boston rents out space and, if you go about it in a meaningful way, you can raise significant amounts of money.

Following further exploration of the issue with the Library President, the Chairman said that he plans to revisit the issue at the next Trustees' meeting.

There being no further business, the meeting of the Corporation adjourned at 4:50 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Jamie McGlone". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Tuesday, January 19, 1999

A Meeting of the Trustees of the Public Library of the City of Boston as a Corporation was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Prudence S. Crozier, Vice Chair, and Ms. Karyn Wilson, President, the Boston Public Library Foundation; Ms. Vivian K. Spiro, Chair, Associates of the BPL; Mr. Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Mr. John Delaney, Senior Partner, and Ms. Pamela Coravos, Counsel, Hale and Dorr; Mr. Scott Garren, President, Garren Shay Associates; Mr. Gunars Rutkovskis, Assistant Director for Resources and Research Library Services, Ms. Roberta E. Zonghi, Keeper of Rare Books and Manuscripts, and Ms. Mary Beth Dunhouse, Coordinator of Special Projects and Collections, the Boston Public Library; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of November 23, 1998. On a motion duly made and seconded, the Minutes for the Regular Meeting of November 23, 1998 were approved.

President Bernard A. Margolis provided background information on the proposed establishment of the **Rose Moorachian Memorial Fund** requested by the Moorachian Family who has made a donation of \$15,640.00 and expect additional donations forthcoming for a number of years to support the fund. The family has requested that the Memorial Fund be established on behalf of Rose Moorachian who was a longtime employee of the Boston Public Library and former Supervisor of the Branch Libraries.

In light of Ms. Moorachian's past interest, the Fund will be used particularly to focus on supporting young adult services, activities and the procurement of materials for the Boston Public Library. Following the new format for the acceptance of gifts as recommended by the Trust Counsel from Hale and Dorr, on a motion duly made and seconded, it was

"VOTED: that the sum of fifteen thousand six hundred and forty dollars and no cents (\$15,640.00) be accepted, and that there be and hereby is established the Rose Moorachian Memorial Fund, and said gift to be held as a fund until otherwise ordered by the Trustees, and said fund be invested through the General Investment Account, the income (as defined in the Statement of Policy adopted by the Board) to be used for the general

purpose of supporting Library activities and improving the lives of young adults in the community until otherwise ordered by the Trustees. The fund's use is directed to support young adult services, activities and materials for the Boston Public Library. These restrictions may be modified or eliminated despite further contributions to this fund or reliance by any outside party on this vote; and that for the purpose of enabling such investment, two thousand six hundred and eighty three (2,683) units be, and the same hereby are, added to said General Investment Account on the basis of \$5.83 per unit which is determined to be the present market value per unit."

The Chairman provided background information on the proposed additions to the General Investment Account totaling \$9,556.77. Then, on a motion duly made and seconded, it was

"VOTED: that the sum of \$9,556.77 representing miscellaneous gifts and royalties be added to the respective Funds in the General Investment Account as required by their authorizing votes on the basis of \$5.83 per unit which is hereby determined to be the present market value per unit, as follows:

<u>FUND NAME</u>	<u>UNITS ADDED</u>	<u>AMOUNT ADDED</u>
Children's Room Fund	532	\$3,000.00
Rita Dineen Fund	171.5	1,000.00
Thomas Nason Fund	953	<u>5,556.77</u>
		\$9,556.77

Mr. William O. Taylor, Chair of the Trustees' Finance Committee, reported that the Committee met last week, and in order to move the agenda forward for needed renovations to the McKim and Johnson Buildings, it is recommended to authorize the Library officers to transfer \$2,222,000 from the Trustees' Endowment Fund, subject to the approval of legal counsel. Then, on the recommendation of the Chairman, on a motion duly made and seconded, it was

"VOTED: to authorize use of the following amounts from the Trustees' Endowment Fund as needed for renovations to the McKim and Johnson Buildings, subject to the approval of legal counsel and, as appropriate, the probate court:

	Trust Fund	Amount
1.	Charles H.L.N. Bernard Fund	\$ 11,000
2.	Caleb Davis Bradlee Fund	91,000
3.	Lee M. Friedman Fund	750,000

4.	Helen O. Storrow Fund	190,000
5.	Joseph H. Center Fund	230,000
6.	Dr. Samuel Abbott Green Fund	700,000
7.	Francis Skinner Fund	<u>250,000</u>
	Total Request	\$2,222,000

Mr. Taylor reported that the Committee is also recommending amending the Trustees' *Statement of Investment Policy and Objectives* with respect to prohibiting investment transactions of asset backed securities, unless specifically approved by the Finance Committee, given that it would bring too much risk to the investment portfolio. Then, on a motion duly made and seconded, it was

"VOTED: to amend the enclosed Statement of Investment Policy and Objectives to read "the following transactions shall be prohibited unless specifically approved by the Finance Committee: short sales, margin purchases or sales, put or call options, REIT investments and direct investment in real estate, and asset backed securities."

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that the Committee continues to work diligently towards the acquisition of the 4.5-acre site located at 369-385 Dorchester Avenue, Dorchester, MA to address the Library's long-term storage needs. The Chairman said a meeting is planned for Thursday, January 21, 1999 at City Hall with all of the parties involved in the process, with a view to satisfactory resolution of several outstanding issues including environmental concerns and the termination of tenants leases, in preparation for proceeding with a Purchase and Sale agreement.

The Chairman outlined the various options available for financing the project including exploration of funds that would be made available from the sale of both the BPL's interest in NEDL and the Norwood remote storage facility coupled with monies borrowed from the Trustees' Endowment Fund and through City and private resources.

On a related issue, the Chairman noted that the City of Boston has expressed the desire to house the City's archives materials in the Library's proposed storage facility requiring an estimated 50,000 square feet. With respect to the timetable for the project, the Chairman stated that a closing date for the purchase of the site is slated for October 1999.

Chairman Mullaney underscored that this approach is a very good first step with respect to property acquisition and site location. Once the property is acquired and the current buildings demolished, the Library would then have a desirable site for development of a state-of-the-art storage collections building.

Ms. Pamela Seigle, Chair of the Trustees' Education Committee, reported that the Committee met last month and had a very productive and well attended meeting. Ms.

Seigle stated that the Committee views its work as building upon the already very effective and outstanding programs taking place at the Boston Public Library.

However, it is clear to both the library and the school representatives that presently there is no real coordinated way of understanding how we work together. The Committee's goal in strengthening these collaborations is to be part of a city-wide effort to ensure that all children learn to read and that they love libraries and books.

When the Committee last met, over seventy brainstorming ideas were generated that would foster meaningful collaboration between the Boston Public Library and schools and other cultural and educational institutions. These ideas were divided into several categories that in some ways were overlapping relating to communication and coordination.

In addition, there were some interesting ideas raised that the student advisory groups would be invited to work with the Committee to look at how we are communicating with schools. While issues regarding reading lists also continue to be raised, Ms. Paula Fleming has done some very important ground work by developing a written document advising school librarians on the creation of reading lists. However, this is an area that continues to need further coordination and development.

Ms. Seigle noted also that technology is another category that needs to be further coordinated. While the BPL has tremendous potential with our computer links to the schools and access to our catalogs, it truly has not begun to be realized in terms of the impact on students. A fourth area is collaboration that Mss. Spiro and Wilson have expressed some interesting ideas that they wish to explore including surveying what other school collaborations are ongoing in the City with other educational and non-profit institutions.

Lastly, Ms. Williams, Deputy Director of ReadBoston, expressed the wish that all parents of young children would take out at least fifty or more books a year. The issue was raised also of how can the Library best work with initiatives similar to ReadBoston in order to have a more seamless approach to increasing reading and the use of libraries across the City.

To this end, Ms. Seigle and President Margolis have had discussions and feel that these categories and wishes relate to organizational changes that are taking place within the library. Therefore, they will be working on having the priority of collaborations between the Library and the schools strengthened, through the creation of more measurable goals and objectives, with a view to developing a future model of collaboration.

Ms. Berthé M. Gaines, Chair of Trustees' Examining Committee, recalled that the 1997-1999 Examining Committee Report was distributed to the Board and the President at the November Trustees' Meeting and reported that the members of the Committee have expressed the desire to meet with the Board at a future date.

Chairman Mullaney said that the report reflects a lot of time, effort and hard work and noted that several efforts are already underway in addressing the number of recommendations and suggestions, particularly in the human resources area. The Chairman requested the President to develop a response in a report that would summarize and address the recommendations, many of which would require additional funds and staffing, to be considered within the context of the current objectives/priorities 1998/1999.

Ms. Seigle also expressed that the report represents a tremendous amount of work and a number of excellent ideas, some of which are being implemented and some of which will be reflected upon. On a related issue, Ms. Seigle said that at some point the Board should look at the statute and function of the Examining Committee to ensure that the efforts of the Committee are focused in a way that recommendations would be able to be acted upon in a meaningful way.

The President reported that he has identified twenty-six primary recommendations from the report. Presently, he is working on a review that will update the Board on activities related to the specific recommendations included in the report. On the recommendation of Ms. Gaines, the Chairman asked that the Examining Committee members be invited to the next Trustees' Meeting to have an opportunity to review the status of these recommendations. Following further discussion among the Board, on a motion duly made and seconded, it was

"VOTED: to accept the 1997 - 1999 Examining Committee Report of the Public Library of the City of Boston and, on the recommendation of the President, to share accolades and thanks to the Examining Committee members for their hard work to improve the resources and services of the Boston Public Library."

Ms. Gaines, who serves as a member of the Trustees' Employee Relations Committee, reported that following the last Committee meeting she requested a list of information in a memorandum to the Human Resources Manager. Given the enormous amount of information requested, Ms. Rock stated that the report is complete with the exception of the EEO status report that is in the process of being compiled in conjunction with the City's Human Resources Office. Ms. Gaines noted also that she has requested that the Human Resources Department maintain a master file of the General Administrative Notices (GAN's).

The Chairman expressed that the Trustees are entitled to request information from the Library and encouraged the Board that generally it would be preferable and good procedure to have those requests go directly through the Library President in order that he can oversee the management and accountability of those requests in a timely manner. Ms. Gaines noted that historically she has always gone directly to the Department Head as long as she has been a Trustee.

Ms. Wilson first expressed appreciation to Vice Chair Ms. Crozier for joining her at the meeting. Ms. Wilson noted that all of the Trustees were issued a written year-end report from her and Chairman Kevin Phelan, and included among the highlights of the Foundation activities, was that the Foundation raised \$2.5 million in private funds and an additional \$2 million from the State, totaling \$4.5 million raised during 1998 for the Boston Public Library reflecting a very good fundraising year.

Ms. Wilson then distributed an updated listing of all of the cash grants that have been transferred to the Trustees, which documents that in 1998 the Board received \$2 million in cash grants. Ms. Wilson noted that within three weeks the Foundation expects the receipt of \$500,000 representing completion of the \$1 million gift from the Margret Rey estate.

In light of the departure of Mr. Blake Jordan, formerly Foundation Development Director, and following an extensive search, the Foundation has hired Ms. Grace Regan who comes to the Foundation with over fifteen years of development experience at various academic institutions. Ms. Regan presently serves as the director of the Parent's Funds and Special Events at Holy Cross College and will be joining the staff of the Foundation on February 22, 1999.

President Bernard A. Margolis, in his report to the Trustees, noted that Trustee McCullough had requested an update on the preservation and maintenance of Special Collections, Rare Books and the John Adams Collection. The President invited Mr. Rutkovkis and Mss. Dunhouse and Zonghi to provide a review of these activities.

Mr. Rutkovkis shared with the Board some representative samples of books that are deteriorating throughout the Research Library stacks. This natural process is happening silently and without noise and is referred to as "silent fires".

With respect to preservation efforts, Mr. Rutkovkis reported that over the last 15 years the BPL has had several set backs in the area of preservation of library material as a result of budgetary constraints. In 1980, the Library was placed in the unfortunate position of eliminating a significant number of Library preservation staff positions; presently, in the City budget, there are only two positions designated for the bindery and the staff in the Conservation Laboratory has been reduced from 8 to 2 positions.

With respect to collection assessment, a survey was conducted in 1980 of the Research Library stacks that concluded between 30 to 35 percent of books required some kind of preservation/conservation attention.

In addition, in the not too distant past, there was a time in the library world that attention was very much focused on preservation efforts but it is not true today. With the arrival of electronic products coupled with budgetary cuts, our preservation efforts have been greatly harmed. Further, the Library has also faced a decrease in State support for

library materials in the amount of \$800,000 this fiscal year. Therefore, the Library is very hard pressed to allocate funds for preservation measures.

Lately, however, attention has been focused on preservation needs at the BPL that have been influenced by two major events: first, the McKim Restoration project has required the Library to move hundreds of thousands of materials from the Central Library to remote storage sites; second, the Central Library flood that occurred on August 16, 1998 resulted in major damage to certain library materials.

In summary, Mr. Rutkovskis reported that there are two ongoing main preservation programs: first, books that are found to be in fragile condition when requested by the user are considered for preservation measures when returned to the Reading Room representing over 12,000 titles; second, newly acquired items that are unique and in delicate physical condition are identified for future preservation efforts pending availability of funds and consists of 6,000 titles in this collection, for a total of over 18,000 books awaiting restoration.

To further this end, Mr. Rutkovskis stated that the Boston Public Library critically needs a funded preservation specialist position and establishment of a line item in the City budget designated for preservation of library materials.

Ms. Zonghi provided a history of the BPL's Conservation Laboratory which was established in 1982 and funded by a Title II grant from the National Endowment for the Humanities Title II. BPL thus became the second major public library in the United States, after NYPL, to set up a conservation laboratory. Staffing had included a paper conservator, head bookbinder, assistant binder and two apprentices.

The initial grant money was allocated for the building of the Laboratory and for the preservation of the John Adams Collection, the American Revolutionary War manuscripts, Weston Sister's Anti-Slavery manuscripts, the Bowditch Collection manuscripts and an 1852 letter from Joshua Bates. The preservation of the John Adams Collection was completed in July 1991. In addition, funding also provided support for staffing, publications and education for staff including preservation workshops on book storage, proper book handling, and materials repair.

Since the Conservation Laboratory's inception, over 17,600 books have been treated, stabilized, repaired and re-bound; from 1982 - 1990 the Paper Laboratory worked on over 50,000 items including the Sacco and Vanzetti papers but has been inactive since 1990; and from 1990 - 1998, over 450 paper items have been treated by the bookbinding staff, representing a total of 67,650 items that have been treated since the Conservation Laboratory's existence.

Ms. Dunhouse provided a status report on the preservation and maintenance of the Research Library Special Collections as of January 1999 including: current and on-going preservation activities such as the recently instituted Disaster Planning Committee; identification of future preservation projects to be performed by Research Library staff

and by outside vendors; digitization and microfilming activities including the BPL Trustees' Minutes and the Massachusetts Newspaper project; and conducting preservation assessment surveys of special collections to allow for establishing priorities and the determination of future resources and funding needs.

Mr. McCullough first expressed how deeply moved he was by hearing what is available in the Rare Books and Special Collections of the BPL, and noted that if there is any deferred maintenance on these collections, everyone should be held accountable and brought before the Courts. In addition, Mr. McCullough stated that if the Board has any responsibility as Trustees, surely the preservation and maintenance of these special collections ranks as high as anything they do.

In light of these reports, Mr. McCullough commented that it is clear that there has been a steady decline in preservation funding and activities over the last fifteen years at the BPL. Mr. McCullough inquired further about past preservation funding, staffing allocation and the availability of recruiting competent trained staff. The Board also discussed exploring preservation grant funding opportunities through both directly approaching Foundations and in conjunction with the BPL Foundation.

Following further discussion among the Board, Mr. McCullough asked the President to prepare a written report detailing the seriousness of the current preservation situation that would include a fifteen year comparative analysis of the total operating budget and staffing configuration showing what percentage was devoted to preservation efforts.

The report would also include a summary of what the Library perceives to be the dire consequences if this lack of financial support continues and address what would be the norm that the Library would need just to hold ground and include the ultimate preservation "wish list" the library would like to have. This information would then allow the Board to have an informed discussion on a future course of action towards developing a comprehensive planning effort for the preservation and maintenance of Special Collections.

The Chairman requested that the report also include a status report on the preservation of the very special items and collections mentioned by the Keeper of Rare Books and Manuscripts to ensure appropriate measures are being taken to preserve them.

During the President's tenure at the BPL, the three focuses that he has taken in the area of preservation encompass the following: creation of the Boston Heritage Center as a sophisticated state-of-the-art remote storage facility that would include a Preservation Laboratory; addressing the heating and cooling conditions of the Central Library through the provision of a contract to provide cooling 24 hours a day; and undertaking a more integrated approach to rodent control throughout the Library system.

Mr. McCullough added that this problem of governments not preserving the treasures of a community or a nation is a national problem and underscored that it is our duty as citizens to take care of all of them as best we can.

The President then formally presented to the Board the **Boston Public Library's 150th Anniversary Commemorative Report** and expressed appreciation to the BPL Foundation for their outstanding contributions toward its creation which includes a CD-ROM of the report. On a related issue, Ms. Wilson noted that the BPL is the first public library in the United States to offer a CD-ROM virtual tour of its facilities.

The President reported that the Clerk compiled a memorial tribute to Mr. Joseph Harper, which was previously distributed to the Board as a follow-up to the announcement of the Library's loss of a longtime employee. Then, on a motion duly made and seconded, it was voted to accept the Joseph Harper Memorial Tribute as follows:

JOSEPH HARPER A REMARKABLE, MEMORABLE MAN

On November 10, 1998 the Library and the community lost a very special worker and friend in a shockingly untimely accident. Joe Harper was struck by a car on Geneva Avenue on November 6th as he headed home from work; he died a few days later. Adding to this tragedy was the fact that Joe had planned to retire on this coming February 3rd, following 42 years at the Boston Public Library, and most recently as a Supervisor in the Library's Materials Handling Department.

Writing in *The Real Sheet*, his supervisor Priscilla White captured all the delight and wonders of Joe:

Joe loved people and he loved life, and because of this he was always filled with energy and goodwill. He had a way of taking an interest in people that made them feel special; and his jokes, stories, songs, and unique interest gave us much laughter and pleasure. Joe loved so many things: eggplants, parties and celebrations of all kinds (especially those with good food), collecting movie videos, walking his dog Reggie, showing us his latest photos of his cat Bubba, displaying his newest pair of Halloween socks -- helping us all with cheerfulness and patience.

Joe Harper's ties with his beloved Dorchester and his home were unstinting in time and energy. In fact, he said that he had planned his retirement so that he could help the Dorchester Historical Society get ready for the New Millennium. An incredible activist, he served on the Board of Directors of the Dorchester Historical Society and the Melville Park Association and was vice president of the Fields Corner Civic Association. Joe was a founder of the Dorchester Gardenlands Preserve; a member of Dorchester GALA, the Gay and Lesbian Alliance group in Dorchester; the Boston Harbor Island

Association; Dana; and the Church of the Advent. He was fiercely committed to human rights and the protection of the environment.

Few knew of Joe's past, sometimes sad, sometimes courageous. He moved to Dorchester from Waltham more than thirty years ago. He graduated from Roxbury Memorial High School and immediately joined the U.S. Marine Corps, serving in the Korean War. Whatever his earlier years may have been, Joe was always a man of the future, always upbeat, excited about everything he did, whether gardening or researching Dorchester's history.

In the words of Michelangelo -- and they surely apply to Joe: "Death and love are the two wings that bear the good man to heaven."

Priscilla White, who knew Joe in happy, daily proximity, concluded her farewell this way:

If he could speak to us now, I think he would chuckle and repeat one of his favorite sayings, "Don't worry, I'm not going away mad! I'm just going away." We hope that you've gone to a wonderful place, Joe. We miss you.

The President next provided an update on the ongoing capital project's activities: a lot of progress is being made regarding the planning efforts for the Courtyard restoration for which work is about to begin; preliminary work is beginning in preparation for the restoration of the murals in the Sargent Gallery including the installation of scaffolding; the restroom improvement project for the Johnson Building is well underway and the carpeting replacement project is beginning momentarily.

There are also several capital projects underway in the branches including at Hyde Park, South End, and West End. Cudos to Ms. Worth Douglas, the planning efforts for the new branch library in Allston are moving forward very well. The flood recovery efforts, Chaired by Mr. Rutkovskis, are focusing on 16 different items ranging from dealing with environmental issues in the basement with mold outgrowths to restoration of the Blagden Street elevator.

On the human resources front, the last interview was completed on Friday for the Systems Officer position with the final selection expected to be completed this week. The field of candidates for the Communications Officer has been narrowed down and those final interviews are about to begin. Meanwhile, the search for a Facilities Officer is ongoing.

In the training area, the President reported that he is thrilled to announce that eight staff members will be participating in the City's leadership training program, which is a great representation for the Library. The Library also recently completed a series of substance abuse awareness workshops entitled "Train the Trainer's" program. In addition, the melange of training activity is truly taking on new life and new emphasis at the Library.

The President was pleased to announce that the branches are open on Saturdays everywhere. On the staffing front, there are a few Children's Librarians vacancies and recruiting efforts are ongoing to fill those. Meanwhile, the Library has recruited some excellent new staff. The Library is continuing to negotiate with the City to see how we can use private resources and donations to help us improve branches.

In the general area of collections, the significant efforts toward the creation and development of the Boston Heritage Center are enormously time consuming and extremely complex in order to address the long term storage needs of the Library. In addition, the flood significantly damaged the Sound Archives collection and efforts are underway toward restructuring and reinvigorating the entire area.

At the same time, the Library is examining its very small film archives, which also was affected by the flood, to determine if we still need to maintain it or if there other institutions that would be better depositories for some of those materials.

On the preservation front, the Charlestown Service Building remains a major problem area for the Library; environmental testing is being conducted at the site with a view to improving the quality of that facility at least for the short term until a better facility is found for our storage.

The President provided an update on the **Teaming for Change** process noting that it is moving forward very well. The Change Team recently completed 29 focus group exercises that have included several hundred people, with a very wide range of ages of participants, representing library users and non-users, group users and groups that do not use the library, and institutions that do and do not use the library.

Throughout this process, the Change Team has collected an enormous amount of data on awareness about library services and about what people think the library should or could do. The next phase in the planning process is to examine this collected data as the basis for developing scenarios about what the Library should be in the future. The President anticipates another ten to twelve months is necessary to truly complete this change effort and to move into strategic planning. Ms. Kowal noted that a status report on the progress of the change effort would be available for the Trustees' review by their next meeting in March.

With respect to the focus group interview, Mr. McCullough recommended tape recording the sessions, since this is a public institution and it would be wonderful for the Trustees and for the record to know exactly what the public is saying in their own words. Ms. Seigle noted that she has attended two of the focus group sessions and said that the participants feel committed and involved in the process and that the information being gathered will be very beneficial to the Library. Ms. DePrisco requested a schedule of the focus group sessions.

On the education and collaboration front, the President said there was an excellent brainstorming session at the last Trustees' Education Committee meeting. The Library has also had great success implementing the Shiebler Homework Assistance Center program funded by Putnam Investments and coordinated by Ms. Karen Duff. Discussions are also ongoing with the Museum of Science on a possible collaborative grant.

The President shared with the Board background information on two experimental programs that are ongoing at the Library including: **Meals on Wheels for Books** whereby books are delivered to homebound people along with meals which was established with funding from the BPL Foundation; and the development of local history centers in each of the branches being coordinated by Ms. Worth Douglas and Mr. James Nalen.

On the programming front, the BPL had a sell out crowd in the Rabb Lecture Hall for the premiere showing of the film **Affliction** based on the Russell Banks novel and starring Nick Nolte and Sissy Spacek. A series of programs entitled the **Genius of the Irish** are being planned for March 1999 based on the collections of the BPL and in conjunction with a whole variety of different programs.

The care and cleanliness of the library buildings remain a persistent problem with lots of staffing related issues needing to be resolved. A series of meetings have been scheduled later this month with the branch supervisors and the custodians. Currently, each building custodian reports centrally and does not report to the branch librarian. The meeting would look at some new dynamics with a view to perhaps a change in the reporting arrangements.

On the development front, the President reported that he continues to collaborate closely with Ms. Wilson and the Foundation Board on a lot of prospecting work. The Library received a major donation from the Fireman Fund to support major improvements to the Codman Square Branch Library. In the same vein, the Library received an impressive report from Northeastern University MBA candidates reviewing the potential for a retail and gift stop at the Central Library. Meanwhile, a team is working on a business plan for the development of the Tea Room.

In the technology area, the Library is awaiting the major announcement of funding from the Universal Services Fund which would be a major leap forward in providing funding for moving our branches from 56 KB to T1 connections and also adding some fractional T3 services. In addition, planning efforts are underway to move from dumb terminals to PCs. Further, the Library will shortly have full-text access to **The Boston Globe** thanks to Ms. Kowal's efforts and with the provision of State funding.

The Library has also submitted a capital request to support some new PCs and other technology improvements to address Y2K concerns, particularly with our heating and controls systems, which are not Y2K compliant. Lastly on the technology front, the Library is expecting to participate in a test-bed experiment that the Boston Library

Consortium is working on for a virtual library catalog that would merge the catalogs of the major academic research libraries in the Boston area.

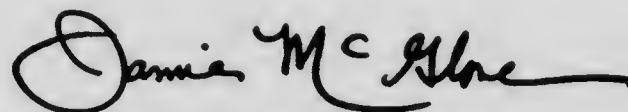
The President noted that on display in the Trustees' Room is a review of the BPL's Sesquicentennial celebration representing our entry for the American Library Association's **John Cotton Dana Award** honoring outstanding achievement in library public relations.

Mayor Thomas M. Menino has invited President Margolis to serve on the Boston Census Count Committee, and President Margolis has accepted. That duty is important to the Library for a variety of funding reasons and it is essential to be sure that everyone in Boston is counted. In addition, the President has agreed to serve on the Advisory Committee for the Office of New Bostonians, which is a newly created office that is very dear to the Library's mission and purpose.

In other business, Mr. Taylor requested that a report be developed outlining the outstanding issues and items that are not Y2K compliant throughout the Library system. Mr. McCullough expressed that the **Meals on Wheels for Books** is a terrific idea and deserves expansion and that the premiere showing of **Affliction** at the Library was a great idea. The Chairman recalled that the President previously distributed to the Board a ***Historical & Comparative Report on the Trends Among Selected Use Indicators*** examining usage trends at the BPL retrospectively from 1987 and suggested that the report be placed on the next Trustees' Meeting agenda for review and discussion.

There being no further business, the meeting of the Corporation adjourned at 9:34 a.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Jamie McGlone". The signature is written in dark ink and is positioned above the printed name and title.

Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Uphams Corner Branch Library
Tuesday, March 16, 1999

A Meeting of the Trustees of the Public Library of the City of Boston as a Corporation was held at the Uphams Corner Branch Library, 500 Columbia Road, Dorchester, MA at 1:00 p.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Ms. Alice Hennessey, Special Assistant to Mayor Menino; Ms. Karyn Wilson, President, and Ms. Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Mark Sweeney, Esq., First Assistant, Corporation Counsel; Ms. Erin Hester, Senior Project Manager, and Ms. Maureen Anderson, Design Manager, Department of Neighborhood Development; Ms. Deborah Ellinger, Vice President, and Mr. Mark Gooley, Consultant, The Boston Consulting Group, Inc.; Ms. Sheila Scott, Branch Librarian, Ms. Kierney Kirby, President, Uphams Corner Branch Library Friends' Group; Ms. Katherine Dibble, Supervisor of Research Library Services; Ms. Beatrice Greene, Library Assistant, Rare Books and Manuscripts; Mr. Joseph Raker, Coordinator of Technical Services; Ms. Diane Fay, Library Assistant Cataloging Department; Ms. Ruth Kowal, Assistant Director and Regional Administrator, Boston Regional Library System; staff, public and representatives from the Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular and Executive Session Meetings of January 19, 1999. On a motion duly made and seconded, the Minutes for the Regular and Executive Session Meetings of January 19, 1999 were approved.

President Bernard A. Margolis reported that the Massachusetts Board of Library Commissioners has decided to contribute all of the remaining funds in their Emergency Assistance Program to the Boston Public Library Flood Relief effort. Then, on a motion duly made and seconded, it was

"VOTED: to accept \$20,584.60 from the Massachusetts Board of Library Commissioners under the Emergency Assistance program to assist with costs associated with the August 16, 1998 flood at the Boston Public Library."

The President provided background information on several proposed awards of contracts including: a contract for investment services, a routine operating contract for repairs to the lighting system at the Dudley Branch Library, and two contracts relating to the McKim Restoration Project for custom library furniture for the McKim building and for architectural and engineering services associated with the flood. Then, on a motion duly made and seconded, it was

"VOTED: that the agreement with The Boston Company, One Boston Place, Boston, Massachusetts 02108, for investment counseling services be renewed for the period of July 1, 1998, through June 30, 1999, in accordance with the terms specified in the agreement."

"VOTED: that Bernard A. Margolis, President, be, and hereby is, authorized to make from time to time as specified in the agreement for the period of July 1, 1998, through June 30, 1999, between the Trustees of the Public Library of the City of Boston and The Boston Company, One Boston Place, Boston, Massachusetts 02108, the payments described by said agreement from undistributed income of the General Investment Account if he finds that the conditions precedent to such have been fulfilled."

"VOTED: that the agreement with State Street Global Advisors, Inc., Two International Place, Boston, Massachusetts 02110, for investment counseling services be renewed for the period of July 1, 1998, through June 30, 1999, in accordance with the terms specified in the agreement."

And
Further,

"VOTED: that Bernard A. Margolis, President, be, and hereby is, authorized to make from time to time as specified in the agreement for the period of July 1, 1998, through June 30, 1999, between the Trustees of the Public Library of the City of Boston and State Street Global Advisors, Inc., Two International Place, Boston, Massachusetts 02110, the payments described by said agreement from undistributed income of the General Investment Account if he finds that the conditions precedent to such have been fulfilled."

"VOTED: that there be entered into with Re-Jan Electrical Company, Electrical Contractors, 17 Chestnut Avenue, Jamaica Plain, Massachusetts, 02130, the lowest eligible, responsive, and responsible bidder in response to a solicitation for bids, in

compliance with M.G. L. 30-B, a contract for providing all labor and materials relative to the repairs of the lighting system at the Dudley branch library for the Trustees of the Public Library of the City of Boston, during a six week period beginning March 16, 1999 through April 30, 1999 at a total cost not to exceed Seventeen Thousand Two Hundred Sixty-One (\$17,261.00) Dollars."

"VOTED: that there be entered into with Huston and Company, 226 Log Cabin Road, Kennebunkport, Maine 04046, the lowest eligible, responsive, and responsible bidder in the public bidding, a contract for providing custom library furniture for the McKim Building of the Boston Public Library, during the period of March 16, 1999 through July 30, 1999, at a total cost not to exceed two hundred five thousand four hundred and two dollars and no cents (\$205,402.00)."

"VOTED: that the Trustees enter into an agreement, further amending, (Amendment No. 10) the existing contract with the firm Shepley, Bulfinch, Richardson and Abbott, Inc., for services provided by Shepley, Bulfinch, Richardson and Abbott, Inc. and its subconsultants to assist the Boston Public Library in flood response and recovery. The Professional fee for said architectural and engineering services shall be in an amount not to exceed \$120,000.00; pursuant to agreement with the City of Boston to reimburse the Library costs associated with the flood. In no event shall the maximum liability of the Trustees under the terms of this contract exceed in aggregate, nor shall the Trustees pay the architect under this contract, more than \$5,970,988.00."

The President provided background information on a proposal for the transfer of funds to support the preparation of a building program for Phase IIC of the McKim Restoration Project and for amending the existing contract for architectural services to complete that program. Then, on a motion duly made and seconded, it was

"VOTED: that the Trustees enter into an agreement, amending (Amendment No.1) the existing contract with the firm Hardy Holtzman Pfeiffer Associates, for architectural services, to prepare a building program which will allow Shepley, Bulfinch, Richardson and Abbott, to move forward with their design of Phase IIC of the McKim Project. The Professional fee for said architectural services shall be in an amount not to exceed \$59,500.00 to fund an appropriation for the Boston Public Library McKim Construction Project, Phase IIC. In no event shall the maximum liability of the Trustees under the

terms of this contract exceed in aggregate, nor shall the Trustees pay the architect under this contract, more than \$359,500.00."

Mr. Mullaney, Chair of the Trustees' Capital Projects Committee, reported that while the Committee has not met since the last Trustees' Meeting, the various members were consulted to determine if there had been any developments or items that needed attention. The Chair reported that progress is proceeding on the McKim Restoration project and other library-wide capital projects.

Mr. Taylor, Chair of the Trustees' Collections Committee, reported that the Committee continues to make slow but steady progress towards the acquisition of the 4.5-acre site located at 369-385 Dorchester Avenue, Dorchester, MA in an effort to address the Library's long-term storage and preservation needs.

With the Board's support and approval, the Chair and President are very hopeful of successfully concluding acquisition of the site, prior to the Trustees' Annual Meeting in May 1999, in preparation for the development of the **Boston Heritage Center** that will serve as a state-of-the-art collections site to store, preserve and maintain the Library's valuable collections. Ms. Gaines inquired about the source of the name attributed to the Center. The President replied that he developed the title as a description of the Center's comprehensive mission and purpose beyond its role as a long-term storage facility.

On a related topic, Ms. Gaines queried whether the acquisition of the Center's site would have any bearing on the Library's FY 2000 Capital Budget. Mr. Taylor replied that the acquisition of the property would not have any direct impact on the FY 2000 Capital Budget noting that it would be funded by a combination of a private gift and the proceeds derived from the sale of the Library's remote storage facility in Norwood at an estimated price of \$4.3 million with a closing date slated for October 1999.

Mr. Deare, Chair of the Trustees' Employee Relations Committee, reported that the administration has been making very good progress toward the recruitment of an Executive team as included among one of the **1998/1999 Objectives/Priorities** established at the Trustees' retreat and reflected by the recent hiring of Mr. Patrick Cafferty, Systems Officer, and Ms. P.A. Carr as Communications and Community Affairs Officer.

In addition, Mr. Deare reported that thanks to the efforts of Ms. Rock, Supervisor of Human Resources, and Mr. Greene, Labor Relations Officer, excellent progress has also been achieved toward addressing the backlog of personnel related activities and significant progress has been made towards the resolution of the backlog of grievances, as noted in a positive commentary expressed in the latest edition of **The Real Sheet**.

Mr. Taylor, Chair of the Trustees' Finance Committee, referred to the Executive Summary of the Boston Public Library's FY 2000 Business Plan, entitled **Information**

Access: Transforming Knowledge Into Power, which outlines the budget request and initiatives that were submitted to City Hall totaling \$32.5 million.

Mr. Taylor noted that the budget request proposal did not go through a review process with the Finance Committee or the full Board but noted that, prospectively, an annual review process with timetables would be established to provide for a more orderly process of review, by both the members of the Finance Committee and the full Board of Trustees, before its submission to City Hall.

With reference to the budget request, Mr. Taylor noted that the approach being taken reflects a business plan and represents a "wish list" of the top 40 initiatives proposed by the Library from a total of 164 originally generated resulting in a request for 65 new library positions for a total budget increase of \$5.7 million over baseline costs. The President is scheduled to meet with the Mayor and budget officials tomorrow at City Hall and the Library has been told to expect a 3% increase for FY 2000, which could be increased if there is more money forthcoming from the State.

As outlined in the budget overview, Mr. Taylor said that the new initiatives reflected in the request would help the Library achieve the following three objectives: expand community service and outreach activities; improve the Library's technology infrastructure; and preserve and develop the Library's priceless collection of holdings.

However, in light of funding considerations, Mr. Taylor noted that the business plan would need to be revised but would continue to serve as a guideline for planning future Library endeavors to enable it to better address the information needs of the communities it serves and help position it as an information industry leader.

The President provided additional background on the development of the FY 2000 business plan and budget request proposal noting that it represents a milestone in the history of the BPL and, for the first time, a budget was developed in a collaborative, inclusive manner, with all library departments participating.

In addition, the President noted that the process was informed by the focus groups established as part of the change process resulting in a very ambitious, exciting and forward-looking list of initiatives to support the Library's goals of serving the greater Boston community's information needs and to help the Library achieve its objectives.

Further, the Library looked at the City budget as an opportunity to begin the crafting of a business plan that would include the four primary sources of revenue for the Library as follows: City of Boston; State; Trust Funds; and contributions raised by the BPL Foundation. The Library also views this business plan as a tool to speak to these four very different audiences and to articulate the needs and demands that are important to the Library to successfully serve the informational needs of the community.

The President reported that last Friday the Mayor rejected all of the FY 2000 departmental budget proposals and Department Heads were told to revise their budget

requests to reflect a 3% increase. The President shared with the Board the Library's revised budget proposal that reflects a 3% increase which measures the impact on the Library's resources and services, in light of required increases, resulting in the need to impose a 1% reduction in services just to stay ahead of inflation.

In addition, the President said the budget team reviewed the business plan and selected, not in a priority order, what they see as the top new library initiatives included in the FY 2000 budget proposal totaling \$3.5 million that would also be presented to the Mayor this week in the budget discussions.

In this regard, Ms. Gaines inquired about the proposed introduction of Sunday hours at the District Branches. The President replied that the budget team tried to develop initiatives reflecting what our constituents and the public saw as important components of an effective library program and one was for more convenient and increased hours of service including Sunday hours. Following discussion among the Board, the Trustees requested that the proposed initiative for Sunday hours at the District Branches be deleted from the initiatives.

Following further discussion among the Trustees, the Board then expressed support for the proposed FY 2000 Operating and Capital Budget Programs and recommended adopting the proposed FY 2000 Ten Top Library Initiatives, with the exception of Sunday hours at the District Branches, as a guideline to follow should the Library receive additional financial resources.

Following further discussion among the Board, and on the recommendation of the Trustees' Finance Committee, it was

“VOTED: to authorize Library President Bernard A. Margolis to submit Page One of the FY 2000 Operating Expenditure Reconciliation as the Library's initial budget request, in conformance with the guidelines established by the City of Boston, and that the FY 2000 Top Library Initiatives also be submitted to the City as a guideline for further discussion purposes pending further restoration of funding.”

Mr. Taylor then requested that the Clerk schedule a Trustees' Finance Committee Meeting for Monday, April 5, 1999 at 2:00 p.m. that would be open to the full Board as an opportunity to review and discuss the outcome of this week's presentation of the FY 2000 Library budget to the City coupled with a discussion of the FY 2000 top library budget initiatives.

Mr. Deare suggested that the focus of the budget presentation takes place within the context of the FY 2000 Business Plan and in light of the three other major revenue streams from which the Library receives its funding.

In preparation for the Trustees' Retreat scheduled for May 14th and 15th, the Chairman recommended the Board review the many excellent ideas and initiatives outlined in the **FY 2000 Business Plan** as well as a publication by John Carver entitled **Boards That Make A Difference: A New Design for Leadership in Nonprofit and Public Organizations**.

Ms. Wilson introduced Ms. Grace Cotter Regan who recently joined the Boston Public Library Foundation as the Director of Development. Ms. Regan comes to the Foundation from the College of the Holy Cross, where she previously served as the Director of the Parent's Fund and Special Events, and brings with her over fifteen years of development experience.

President Margolis, in his report to the Trustees, reported that the Library is moving along very well in the change process and recently completed the **"Teaming for Change"** focus group process. The President said this was a very intensive process in which the staff received training in facilitating focus groups and conducted a wide variety of focus groups to gather input from the public and to identify trends around the current use of and suggested improvements to the Library.

The President invited several staff members to provide their insights into the focus group process and shared with the Board a copy of **The Boston Public Library: Focus Group Output Report**. This report represents a compilation of the information gathered and results of the 23 public Focus Groups that were conducted by staff of the BPL and which was used to a great extent as a basis for developing the **FY 2000 Business Plan**.

Ms. Katherine Dibble, Supervisor of the Research Library, described the development and structure of the public focus group process which was organized into four different teams including: Individual Users of the Library; Individual Non-Users of the Library; Organizational Users of the Library; and Organizational Non-Users of the Library.

Ms. Dibble reported that the focus teams decided first to send out surveys to gain a preliminary viewpoint of what kind of information could be gathered from the groups which turned out to be very successful. The next task was to recruit members of the public to participate in the groups and particular attention was paid to recruiting members representing different age levels, ethnic backgrounds, educational experience and occupations.

The focus group meetings were held at different times and in a variety of locations, including in schools, branch libraries and one was held at the Federal Reserve Bank in Boston. The focus groups ranged in size from 3 to 51 participants and were all facilitated by members recruited from the staff who had received facilitation training. In addition, a former librarian was retained on a part time basis to assist with the tremendous amount of paperwork and coordination of scheduling the group meetings.

Ms. Dibble emphasized that the staff of the BPL put an enormous amount of time, energy and work into the focus groups. While a lot was gleaned from the experience, Ms. Dibble underscored that, in particular, it was confirmed that there are a lot of very skilled members on the Library staff. In addition, it was also discovered that there is a great deal of good will from the public who were grateful for being asked to participate and who are very invested in and remain excited about the future of the Library.

Ms. Beatrice Greene shared with the Board an overview on the results of the Organizational Users and Non-Users focus groups, in which 51 people participated in six focus groups, representing a wide range of organizations including: the Boston Bar Association; the Boston Consulting Group; AIDS Action Committee and Simmons College Library.

Ms. Greene reported on some of the general comments received from the organizational groups including: the need for more input into the purchases of the Library with respect to collections; more information in advance of upcoming Library programs and events; expression of a need for more outreach and sensitivity to unique communities such as the elderly, physically and educationally challenged, and writers and artists; and more electronic access externally to the Library's resources supported by user fees.

Mr. Joseph Raker reported that, as Coordinator of Technical Services with primary responsibilities for buying and cataloging materials, participation in the focus groups was a great opportunity, both professionally and personally, to talk with patrons about their needs and desires for improving library services.

Mr. Raker highlighted some of the recommendations from the focus groups including: the need for more bestsellers; the desire for the Library to offer internet training for the public; development of a catalog for all world languages; and the establishment of amateur theatre groups in each branch library.

Ms. Diane Fay, who has worked for the Boston Public Library for over thirty years, commented that she finds it one of the most challenging and exciting times at the Library. Heading the focus team of Individual Non-Users, the team surveyed a group of Boston Public High School students who do not use the Library.

The team found that one of the reasons the students are not using the Library is because they do not have library cards resulting from overdue library fines they accumulated as children. The students suggested an amnesty program that would allow them access to the Library. In addition, the students feel that they disturb other library users and suggested that a room could be designated solely for young adults that would allow conversation and music. Further, young adults do not feel the staff of the Library is meeting their needs and recommend hiring more young adult librarians.

Ms. Kowal distributed copies of **The Boston Public Library: Focus Group Output Report** to the Trustees noting that the manual includes summary reports of the twenty-three focus groups and lists, in great detail, all of the actual comments that were

received from the participants. The report also includes a description of the methodology followed by charts that list the focus group participants identification of information needs, satisfaction rating of that need, and what the library needs to do to fulfill their needs.

Ms. Kowal reviewed a second report that relates to service knowledge about the Library. The attendees were queried about what they know about library services in terms of what the Library provides, regardless of whether they use it or not, and if they do use it how well they think the Library is doing. The service indicators reflect a wide range of responses that will require, in some categories, further exploration and examination of the provision of library services with a view to improving services.

Lastly, Ms. Kowal reviewed the results of a third report that relates to what the BPL could do to serve the public better which lists attendees suggestions for enhancing library services to better meet their informational needs. Ms. Kowal then presented a video taken at one of the Individual Users focus groups as an illustration of the process used to gather input from the public by the focus group teams.

Since the conclusion of the focus groups, the President reported that the Change Team is moving into the next portion of the change process using all the information collected to begin the scenario development phase. This phase represents the beginning of looking at how the Library would create a strategic plan.

In other activities, the President reported that there are lots of capital projects underway in the branches including at the Hyde Park, South End and West End Branches while capital improvements to the Fields Corner Branch are nearly completed. In the Johnson Building, it is planned to open the first part of the new restrooms next week and the re-carpeting installation project is about one half completed. In addition, a community meeting is scheduled this evening to move forward with the planning efforts for a new Allston Branch Library.

The President introduced Mr. Patrick Cafferty who recently assumed the position of Systems Officer after a very extensive search. Mr. Cafferty expressed appreciation to the Board and the Search Committee for the opportunity to join the staff of the BPL.

Mr. Cafferty expressed that he looks forward to assisting the Library with the process of getting the institution technologically into the 21st Century, based on the Trustees' and public's needs, through maximizing the resources we currently have and in leveraging some of the businesses in the Boston area to assist us in this endeavor. The President expressed appreciation to Mr. Frank Altieri who has been serving as Acting Systems Officer and who has done a great job overseeing the activities of the Systems Office.

In addition, the President said he was pleased to announce the appointment of Ms. P.A. Carr as the new Communications Officer who plans to assume the position in early April 1999.

The President also reported on a number of interim staff changes which are underway that are aimed at giving some new direction particularly to the Community Library Services area: Ms. June Eiselstein will be serving as Supervisor of General Library Services; Ms Cynthia Phillips will serve as the Coordinator of Technology Implementation and Training; Ms. Worth Douglas will be assuming a new role Coordinating Branch Capital Planning and Implementation; and Ms. Christine Peterson will be assuming some new duties as Coordinator of Community Services that are mainly focused at our constituent groups including outreach to schools, children and youth, seniors, and those in need of literacy services.

Also on the personnel front, the President reported that the Library is working with the City of Boston to implement the new PeopleSoft program that will affect our finance, accounting and human resources areas.

With regard to book and collection activities, as reported earlier by Mr. Taylor the President said that progress continues to be made toward the acquisition of the property for the development of the **Boston Heritage Center**. In addition, several meetings have been held aimed at enhancing the Library's collaborative activities with other cultural organizations in the area.

The President noted that he shared with the Board by memorandum that the Library shortly would be taking possession of the assets of a major estate that would support the Kirstein Business Branch Library activities. The Library is in the process of negotiating how to transfer those assets and reviewing options on how the Library can publicly announce the very generous gift that it will be receiving.

The Library is also working in concert with Mr. David McCullough on the Literary Trail activities noting that the Boston Public Library is now a very important site on the new Literary Trail which is a new program established to highlight all the literary-related attractions and places in the Boston area. In addition, the Library has received a grant from the Fireman Foundation thanks to the good work of Boston Public Library Foundation President Karyn Wilson and her staff that would support some capital projects and programmatic initiatives at the Codman Square Branch Library.

After a hiatus of 15 years, the **Bromsen Memorial Lectures** will be renewed again which were funded through a generous donation by Dr. Maury A. Bromsen in honor of his mother. To restart this lecture series, Librarian of Congress Emeritus and Pulitzer Prize winning author Dr. Daniel J. Boorstin will be this year's Bromsen Lecturer, which will be presented on Saturday evening, May 22, 1999 in the Rabb Lecture Hall.

Thanks to Ms. Alice Hennessey's good work, the President reported that the Boston Public Library will be receiving a Federal Emergency Management Administration (FEMA) grant that will help with some of the flood recovery activities.

On the programming front, on Sunday, April 18, 1999 the Associates of the Boston Public Library will be presenting the Eleventh Annual **Literary Lights Dinner** with a talk by Robert Brustein, Founder and Artistic Director of the American Repertory Theatre, proceeds from the evening will provide funds for the preservation of the Special Collections of the BPL. In addition, Mr. Norman Leventhal, well known Boston map collector and developer, will be donating to the BPL the profits of his new book entitled **Mapping Boston**, published by MIT Press.

With regard to the staff changes for Community Library Services, Ms. Gaines requested that she would like to know more about the structure and operating details of the reorganization, including responsibility and accountability issues associated with the changes. The President replied that these interim changes are designed to see how some of the needs that have been unmet are met and how we use staff skills to address some of these long outstanding issues.

On a related issue, the Chairman said that one of the principal issues to be addressed at the Trustees' Retreat in May would relate to the Board's view of its governing authority and responsibilities as they relate to the role and authority of the Library President. With regard to establishing a timetable for the *Teaming for Change* effort, the Chairman expressed the desire to move the change process along toward a conclusion within the next six months that would result in the creation of a strategic plan.

The Chairman welcomed representatives from the Boston Consulting Group who were invited to provide insight into a discussion on facility rentals by libraries, cultural, and civic institutions. By way of introduction, the Chairman noted that the Boston Consulting Group, at the request of the BPL Foundation, has spent an enormous amount of time researching the subject and has reviewed room rental policies in libraries all across the country.

Ms. Ellinger and Mr. Gooley provided an overview and summary of facility rental practices and policies reporting: most local cultural and civic institutions rent their facilities including the Kennedy Library, Museum of Fine Arts, the State House and the new U.S. Courthouse; rental activities can generate substantial income at modest cost; and based on interviews, site visits and information gleaned from annual reports, it appears also to be an opportunity for the BPL, given the current market which appears to be underserved, in which revenues could exceed a net of \$500,000 per year. Presently, the Boston Public Library is the only major cultural institution in Boston that does not rent its spaces.

The consultants also provided a summary review of how other institutions maximize benefits while addressing the risks of a facility rental program. Included among some of the benefits are increased visits linking the events with the mission and raising visibility to potential donors through incorporating the collection and facility as part of the event. In light of potential risks, it was recommended to ensure that the rental program is subordinate to the overall mission and to develop approval protocols to equitably address requests from controversial groups.

The consultants described the steps that would be necessary for the Boston Public Library to undertake to establish an efficient and successful facility rental program including: hiring the appropriate personnel including an experienced, full-time coordinator; investing in infrastructure including furniture, basic A/V equipment and lighting; establishing policies and rules for facility rental that would address approval protocols, approved vendor lists and schedules to maximize rentals without disrupting library operations; and designing a marketing campaign including utilizing the BPL Website.

The Board discussed the benefits and shortcomings that an expanded room use policy would bring to the Boston Public Library. With regard to benefits, significant profit could be made which would allow the Library to address specific budget gaps, such as preservation and technology initiatives, and as a means to further its mission. With regard to disadvantages, concern was expressed whether the policy would conflict with the Library's mission along with potential mishaps and legal and insurance concerns associated with a facilities rental program.

Several Board members expressed comfort with the continuation of the existing *ad hoc* room rental policy that considers each request separately, and in light of any history of generosity or connection to the Boston Public Library. Following further discussion among the Board, on a motion duly made and seconded, it was

“VOTED: not to approve the request by Katy Dirks, Manager of Operations, McKinsey & Company, Inc., for use of library space as outlined in the enclosed correspondence.”

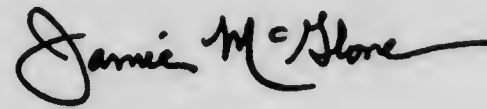
Ms. Gaines requested that her vote not to approve the request be noted as such.

In other business, the Chairman reminded the Board that at their last retreat it was agreed that the Trustees would try to visit a significant number of branches during the course of the year. The Chairman was pleased to report that he visited another three yesterday, completing visits to nearly half of the 26 branches, and noted that it is a tremendous and fulfilling experience to meet the staff and to personally see the good work ongoing in the neighborhood libraries.

In addition, Ms. Gaines said that the format of the FY 2000 Business Plan was excellent and expressed kudos to Mr. Cole and the Budget team. Also, in celebration of Black History Month during February 1999, the Aristo Club sponsored a program at the Dudley Branch Library honoring Ms. Francina Gelzer, former Dudley District Branch Librarian, and Ms. Gaines with a medal and a certificate of appreciation.

There being no further business, the meeting of the Corporation adjourned at 3:24
p.m.

Respectfully submitted,

A handwritten signature in black ink, reading "Jamie McGlone". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Jamie McGlone

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Corporation

In Board of Trustees
Wednesday, May 26, 1999

The Annual Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 10:30 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Paul La Camera, Chairman, Karyn Wilson, President, and Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Tim Love, Matt Oudens and Michael LeBlanc, representatives from the architectural firm of Machado and Silvetti; Rose Cleaves, Project Manager, Department of Neighborhood Development; Nancy Grilk, representative from the Allston Community Advisory Committee; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first three items on the order of business related to the election of officers for the year 1999 – 2000. Mr. William O. Taylor, Chairman of the Trustees' Nominating Committee, on behalf of the Committee nominated Mr. Joseph E. Mullaney for Chairman. Mr. Bulger seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Joseph E. Mullaney was nominated for Chairman. Subsequent to a viva voce vote, Mr. Mullaney was declared elected Chairman.

Ms. Pamela Seigle was nominated for Vice Chair by Mr. Taylor. Mr. Bulger seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Pamela Seigle was nominated for Vice Chair. Subsequent to a viva voce vote, Ms. Seigle was elected Vice Chair.

Mr. Jamie McGlone was nominated for Clerk and Secretary by Mr. Taylor and seconded by Mr. Bulger. Then, on a motion duly made and seconded, with no other nomination, Mr. McGlone was nominated for Clerk and Secretary. Subsequent to a viva voce vote, Mr. McGlone was declared elected Clerk and Secretary.

The Chairman proposed that items four through ten on the order of business be voted on as a block relating to enabling votes for the signing of payrolls, signing of contracts, for the acceptance of gifts and the distribution of income, and authorization for the expenditure of Trust Funds.

Then, on a motion duly made and seconded, several votes for the signing of payrolls and contracts, enabling votes for the distribution of income and the Jordan Charitable Trust, and the authorization for the expenditure of Trust Funds were voted on as a block as follows:

- “VOTED:** any member of the Corporation or the President, the Chief Financial Officer, or designated Assistant Director be, and hereby is, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library.”
- “VOTED:** until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Corporation, and the President, the Chief Financial Officer or the Clerk of the Corporation be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted.”
- “VOTED:** until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at their next Annual Meeting.”
- “VOTED:** until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of the said amounts to be reported to the Board at the meeting following any such acceptance.”
- “VOTED:** the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 1998 to June 30, 1999 income on the Children’s Fund now held in the custody of the Collector-Treasurer of the City of Boston

pursuant to the provisions of the 11th Clause of the will of Josiah H Benton, as required by the 19th Clause of said will;

and
further,

“VOTED: the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book fund for the period from July 1, 1998 to June 30, 1999, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.”

and

“VOTED: the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized and directed to be distributed and paid to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 1998 to June 30, 1999.”

“VOTED: the President of the Public Library of the City Boston, or designee, be and hereby is, authorized and directed to receive and account for the gifts from the Jordan Charitable Trust London, United Kingdom, pursuant to an agreement dated October 31, 1995 between the Trustees of the Public Library of the City of Boston and the Boston Public Library Foundation and to report as may be necessary to the Foundation and the Jordan Charitable Trust about the continued use of one gift in the McKim Building as part of the Library of the City of Boston.”

“VOTED: the President of the Public Library of the City of Boston, or designee, until the next annual meeting, is authorized to spend for any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument.”

The President reported on the significant gifts and grants received by the Library during the past year and submitted to the Board a copy of **The Boston Public Library Report of Gifts and Grants, May 1998 – April 1999** that is to be filed with the Minutes of the Annual Meeting.

The President expressed appreciation to the Boston Public Library Foundation Board members Mr. Paul La Camera and Mss. Karyn Wilson and Grace Cotter Regan for an outstanding program last evening in which the newest BPL publication entitled **American Art & Architecture of the Boston Public Library** was unveiled. This new treasure was made possible by a grant from the Henry Luce Foundation to the BPL Foundation.

Following an annual tradition, the President invited several Curators to report on a number of notable and significant acquisitions which were added to the rich collections of the Research Library during this past year that were on display in the Trustees' Room.

Ms. Roberta Zonghi, Keeper of Rare Books and Manuscripts, shared with the Board a number of newly acquired rare items including: a letter from a collection of 148 letters from a member of the **Massachusetts 33rd Infantry Regiment** that shares details about the life of a soldier during the Civil War; a letter from a South Boston resident dated 1851 against slavery to be added to the Library's major **Anti-Slavery Collection**; and a letter circa 1825 from a Charlestown, MA resident relating to the dedication of a plaque in memory of Bunker Hill.

Ms. Zonghi reported that the Library was also very fortunate to acquire a wonderful collection of letters of **Jack Benny** that would be added to our outstanding humor collection that includes the papers of **Fred Allen**. The Board then viewed two books that were acquired for their magnificent bindings: the first book was owned by **Queen Maria Cristina of Spain** circa 1833 and bound by the Royal binder; the second, **Book of Christian Prayers** dated 1578, was printed especially for Queen Elizabeth I and is reminiscent of the style of early manuscripts.

Mr. Gunars Rutkovskis, Assistant Director for Resources and Research Library Services, said that in the current age of digitization and proliferation of electronic resources, it is appropriate to note the extent to which we admire and collect these special books and materials.

The BPL acquires more than 50,000 titles a year in print materials, in addition to maintaining yearly subscriptions for more than 18,000 periodicals. Further, because the BPL serves as the Public Library for the City of Boston and also as a reference library for the State as the Library of Last Recourse, Mr. Rutkovskis said that we are therefore obligated to acquire, maintain, preserve and provide access to the full record of our literary, political and cultural society.

Included among some of the various newly acquired special collections and books that were on display in the Board Room were: **Art of Japan; Hebrew-English Concordance to the Old Testament; Masorah of Biblia Hebraica Stuttgartensai; Mon beau-pays, la Haute-Loire; Printing the Talmud: A History of Individual Treatises printed from 1700 to 1750; Records of the National Negro Business League; Shaker Song Books, 1847; and Thomas A. Edison Papers.**

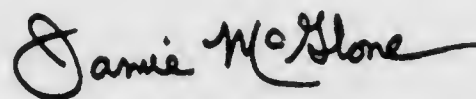
Ms. Mary Frances O'Brien, Curator of Social Sciences Reference, reported that the BPL collects large research-caliber collections which are one of the parts of the collection that are the heart and soul of the kind of work the Library does for the State. Many of those research collections have been indexed, cataloged and filmed by commercial publishers and are purchased to build upon the strength that the Library already has developed.

Ms. O'Brien noted several examples that are included among some of these wonderful materials, namely the Anti-Slavery collection, the papers of Thomas A. Edison, and the Civil War collection, which is supplemented with microfilmed materials of primary sources.

In addition, Ms. O'Brien underscored that these collections are critical in light of education reform in Massachusetts, noting that one of the very important aspects of the new State-wide and City of Boston Frameworks is exposing children to primary source material which can be done through outreach to teachers.

There being no further business, the meeting of the Corporation adjourned at 11:02 a.m.

Respectfully submitted,



Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Wednesday, May 26, 1999

A Regular Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 11: 45 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Paul La Camera, Chairman, Karyn Wilson, President, and Grace Cotter Regan, Director of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Tim Love, Matt Oudens and Michael LeBlanc, representatives from the architectural firm of Machado and Silvetti; Rose Cleaves, Project Manager, Department of Neighborhood Development; Nancy Grilk, representative from the Allston Community Advisory Committee; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of March 16, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 16, 1999 were approved.

Mr. Taylor, Chairman of the Trustees' Finance Committee, provided background information on the Committee's recommendation to renew the contracts for investment counseling services with The Boston Company and State Street Global Advisors, Inc. through June 30, 2000, subject to a satisfactory performance review by the Finance Committee.

Mr. Taylor then provided background information on the proposed award of two routine operating contracts for auditing services and for servicing coin-operated photocopy machines, as recommended by the Trustees' Finance Committee. Then, on a motion duly made and seconded, it was

"VOTED: the agreement with The Boston Company, One Boston Place, Boston, Massachusetts 02108, for investment counseling services be renewed for the period July 1, 1999, through June 30, 2000, in accordance with the terms specified in the agreement and subject to a satisfactory performance review by the Trustees' Finance Committee."

and

further,

“VOTED: Bernard A. Margolis, President, or designee, be and hereby is, specified in the agreement for the period July 1, 1999, through June 30, 2000, between the Trustees of the Public Library of the City of Boston and The Boston Company, One Boston Place, Boston, Massachusetts 02108, the payments prescribed by said agreement from undistributed income of the General Investment Account if he finds that the conditions precedent to such have been fulfilled.”

“VOTED: there be entered into with the firm Creelman & Smith, P.C., 330 Congress Street, Boston, Massachusetts 02210, for a total fee not to exceed sixty thousand (\$60,000.00) dollars, for an audit of the financial statements and the preparation of tax filings as applicable for fiscal year 1999 in each of the following: 1) The Trust Funds of the Trustees of the Boston Public Library; 2) Boston Regional Library Program; 3) The Library of Last Recourse Grant; 4) The Library Incentive Grant/Municipal Equalization Grant (also known as State Aid Grant); 5) Metro-Boston Library Network Program; 6) Statewide Reference and Referral Program; 7) Component Unit Financial Statement, required for U.S. Government Single Audit Act A-133.”

“VOTED: the agreement with State Street Global, Two International Place, Boston, Massachusetts 02110, for investment counseling services be renewed for the period July 1, 1999, through June 30, 2000, in accordance with the terms specified in the agreement and subject to a satisfactory performance review by the Trustees' Finance Committee.”

and
further,

“VOTED: Bernard A. Margolis, President, or designee, be and hereby is, specified in the agreement for the period July 1, 1999, through June 30, 2000, between the Trustees of the Public Library of the City of Boston and State Street Global Advisors, Inc., Two International Place, Boston, Massachusetts 02108, the payments prescribed by said agreement from undistributed income of the General Investment Account if he finds that the conditions precedent to such have been fulfilled.”

“VOTED: the agreement with Statler Associates, Inc., 26 Brighton Street, Suite 202, Belmont, Massachusetts, 02478 for servicing coin-

operated photocopy machines, be renewed for the period July 1, 1999, through June 30, 2000, in accordance with the terms specified in the agreement. The price per coin-operated photocopy is \$.0275/each for an estimated 2,500,000 copies per annum."

The Chairman provided background information on a proposed award of contract related to the McKim Restoration project, amending the existing contract with Shepley, Bulfinch et. al, for architectural and engineering services for Phase IIB (Roof & Courtyard). Then, on a motion duly made and seconded, it was

"VOTED: the Trustees enter into an agreement, further amending, (Amendment No.11) the existing contract with the firm Shepley, Bulfinch, Richardson & Abbott, Inc. for services provided by Shepley, Bulfinch, Richardson & Abbott, Inc. and its subconsultants to design, prepare contract documents for and supervise construction relative to the restoration of the Roof & Courtyard (Phase IIB) of the McKim Building of the Boston Public Library. The professional fee for said architectural and engineering services shall be in an amount not to exceed five hundred thousand (\$500,000.00) dollars. In no event shall the maximum liability of the Trustees under the terms of this contract exceed in aggregate, nor shall the Trustees pay the architect under this contract more, than six million four hundred seventy thousand nine hundred eighty eight (\$6,470,988.00) dollars."

The Chairman welcomed and introduced Mr. Paul La Camera who was recently elected Chairman of the Board of the Boston Public Library Foundation. Mr. La Camera expressed that it is a wonderful opportunity for him to serve as Chair and a personal honor to succeed former Chairmen John Cullinane and Kevin Phelan.

With respect to the Foundation's new leadership team, Mr. La Camera announced that Mr. Robert Pozen, President and CEO of Fidelity Investments, is the newly elected Vice Chairman; Mr. James DiStasio, Managing New England Partner for Ernst and Young, was elected Development Chair; and former BankBoston Chairman Mr. Ira Stepanian has agreed to Chair the Finance Committee.

Mr. La Camera noted also that quite sadly Ms. Karyn Wilson, President of the Foundation, plans to leave the Foundation early this summer. A search process for her successor is underway in which the BPL Library Trustees are represented by Vice Chair Pamela Seigle, which is being Chaired by Mr. Paul O'Brien, former President of New England Telephone, and now head of O'Brien Associates.

As General Manager for WCVB-TV, Channel 5, Mr. La Camera said that television viewing and a love of books are generally mutually exclusive and his goal is to

try to bridge those two worlds. In addition, Mr. La Camera plans to focus his energies on the branch libraries, noting that he has already visited several, which he found to be very inspiring, while others he found to be less the case. To this end, the Foundation leadership plans to explore fundraising opportunities to secure additional financial resources in order to enhance and revitalize the branch libraries.

Mr. La Camera shared with the Board, compliments of the Boston Public Library, copies of **American Art & Architecture of the Boston Public Library** which was unveiled at a reception last evening and made possible by a grant from the Henry Luce Foundation to the BPL Foundation.

In other activities, Mr. La Camera reported that Ms. Grace Cotter Regan, Director of Development, ran a very successful event last Friday evening tailored to trying to interest a new generation in the work and future of the Foundation and the Library.

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, reported on the activities of the McKim Restoration project noting that construction and restoration of the McKim Roof and Courtyard (Phase IIB) is behind schedule. The Chairman expressed that he was misled in March of 1999 into thinking that the project was on schedule only to learn two weeks ago that the project is off schedule.

In light of this knowledge, the Capital Projects Committee met two days ago to review and approve a revised schedule along with a funding strategy to accelerate the project. Meanwhile, the Chairman heightened everyone's awareness of and responsibility in getting the McKim Restoration back on schedule and on track toward a path of completion.

Mr. Taylor, Chair of the Trustees' Collections Committee, reported on the progress being made toward the acquisition of land, buildings and related right of way issues pertaining to the **Boston Heritage Center** project, in an effort to address the Boston Public Library's long-term storage, preservation and archival needs.

The Chairman proposed a resolution to use \$250,000 from the Trustees' Trust Funds to provide the deposit for acquiring the property being considered on Dorchester Avenue, Dorchester, MA for the development of the project. Then, on the recommendation of the Trustees' Collections Committee, on a motion duly made and seconded, it was

"VOTED: an amount of \$250,000.00 be paid to Stewart Title Guaranty Company from undistributed income of the General Investment Account as an escrow deposit for the acquisition of land, buildings and related rights pertaining to the Boston Heritage Center Project."

Ms. Pamela Seigle, Chair of the Trustees' Education Committee, reported that the Committee met in April 1999 and decided that the full group of 25 members would meet

twice a year and they reached agreement that many of the Committee activities would be moved to the staff realm. Further, the work of the Education Committee would be done in four newly established Sub-Committees as follows: Communications; Collaborative Relationships; Joint School-Public Library Staff Development; and Reading Promotion.

In addition, Ms. Seigle was pleased to report that Ms. Christine Peterson, in her new position as Coordinator of Community Services, would be assuming leadership, in a team environment, for many of the issues that have been of concern to the Education Committee. It was also firmly established that Ms. Peterson and Ms. Ann Grady, Director, Office of Technology/Library Media Services, Boston Public Schools would be the official liaisons between the Library and the Schools.

Further, Ms. Seigle reported that a formal cooperative policy agreement between the Boston Public Schools and the Boston Public Library is expected to be finalized and put before both the Trustees and the School Committee by the Fall of 1999 that would strengthen the collaborative relationship between the two educational institutions.

The Chairman expressed that the work of the Education Committee is particularly important because he increasingly believes that the Library and its branches needs to be presented as an integral part of the educational system of the City of Boston. To this end, the Chairman underscored the need for the Library to demonstrate this critical role that it plays in order to achieve getting the funding authorities to provide the financial resources to support this valid role.

Ms. Berthé M. Gaines, Chair of the Trustees' Examining Committee, reported that she had hoped some of the Chairs of the Sub-Committees would have been able to attend the meeting to review the recommendations of the **1997-1999 Examining Committee Report** which was formally received by the Board at their last meeting. Regrettably, however, Ms. Gaines said that their schedules did not allow for them to attend the meeting.

The Chairman suggested that the Chairs of the Sub-Committees, which focused on technology, human resources, and public relations, meet first with the Library President, and following that meeting, they would be invited to meet with the Trustees.

Following discussion, it was agreed that the President would meet with the Sub-Committee Chairs to review the details of the report, update them on the activities that have been undertaken to the specific recommendations in the report, and then invite the Chairs to meet with the full Board.

Mr. William O. Taylor, Chair of the Trustees' Finance Committee, reported on a recommendation that was recently presented by the CFO to look at the use of Trust monies available to the Library in a different way than in the past.

To this end, the Chairman proposed that the Board adopt a different annual distribution approach in which five (5%) as of July 1 of the Library's endowment would

be made available to fund operating and general expenses of the Library. It was also requested that the Library management provide the Board with quarterly expenditure reports on these funds.

Then, on the recommendation of the Finance Committee, on a motion duly made and seconded, it was

“VOTED: that an annual distribution of five percent (5%) as of July 1 of the Library’s endowment be made available to fund operating and general expenses of the Library beginning in Fiscal Year 2000, and that the Library management would provide the Board with quarterly expenditure reports on these funds.”

President Bernard A. Margolis, in his report to the Trustees, shared with the Board several honors received by the Boston Public Library including: Grand Prize Winner of the 1999 Modernization Award from **Buildings Magazine**; the Library is featured in the April 1999 Buildings Issue of **American Libraries Magazine**; and recipient of an MCI grant enabling the Library to provide Internet training to the public in languages other than English.

On the collaborative front, the President noted the Boston Public Library’s participation in the **Public Art for Boston: John Singer Sargent’s Mural Projects** in cooperation with Harvard University Art Museums and the Museum of Fine Arts. As part of the **Sargent Summer Around Town Symposium**, Ms. Sally Promey, Associate Professor of American Art, University of Maryland is scheduled to deliver a lecture in Rabb Lecture Hall on June 25, 1999 entitled **“Painting (Religious) Privacy in Public”**.

In addition, the President reported on the BPL’s participation in **The Literary Trail**, linking literary sites in Boston, Cambridge and Concord, which now has a stop at the Copley Square Library; and on the success of the **Food for Fines Program**, kudos to Ms. Cynthia Phillips and Mr. Jeffrey Cramer, that allowed the public to provide food, in lieu of money for Library overdue fines, in which 1,899 pounds of food were presented to the Greater Boston Food Bank.

On the human resources front, the President welcomed and formally introduced to the Board Ms. P.A. Carr, who recently joined the Boston Public Library, as Communications and Community Affairs Officer. The President reported that negotiations for new union contracts have begun; and a great deal of work is being done addressing internal training issues and needs, in an effort to create the Library as a learning environment.

The President updated the Board on the progress of the Library’s internal **Teaming for Change** process, which is moving along very well. The Change Team has been exploring and gaining an understanding of the purposes of the Library in an effort to support the creation and development of a strategic plan.

To this end, the President shared with the Board the following statement of purpose drafted by the Change Team used to guide its view of what the Library is all about: *The Boston Public Library enriches the individual and society by gathering, organizing, preserving and sharing human thought and expression.* The purpose statement is influenced by a host of organizational values that give meaning and substance to how the Library carries out and pursues its purpose toward enriching the individual and society.

The Chairman provided background information on a request for room use from The Boston Consulting Group, which has donated over several hundred thousand dollars worth of time and effort, through the Boston Public Library Foundation, for the benefit of the Boston Public Library.

In addition, BCG has shown a great interest in the Library and has indicated a willingness to continue to assist the Library with some future projects. In continuing with the Board's consideration of room use requests, on an individual *ad hoc* basis, on a motion duly made and seconded, it was

"VOTED: to approve the request by Ms. Sandra O. Moose, Senior Vice President, The Boston Consulting Group, for use of library space as outlined in the enclosed correspondence."

There being no further business, the meeting of the Corporation adjourned at 12:10 p.m. Then, on a motion duly made and seconded, it was voted to go into Executive Session for legal and collective bargaining purposes.

_____ Clerk

Please read, initial below and
return to the Clerk

_____ Trustee

BOSTON PUBLIC LIBRARY

REPORT OF GIFTS AND GRANTS

May 1, 1998 - April 30, 1999

GRANTS

FY99 CHALLENGE GRANT.....\$7,000.00

National Book Foundation
Windows on the Writing Life

To assist in the support of the Boston Public Library system's work on the *Windows on the Writing Life* through June, 1999. In addition, funding for four honorariums will be funded from *Windows on the Writing Life Reading Circles* in 1998 and 1999.

FY98 Strategic Plan Network Funding - MLIN Program.....\$73,192.00

Statewide Virtual Catalog

To offset the costs associated with development and maintenance of the statewide virtual catalog and electronic interlibrary loan transmission.

FY98 BOSTON GLOBE.....\$257,897.00

Access to the Boston Globe, current and back issues, shall be extended to all Massachusetts Libraries that are members of the regional library systems (currently 1200 libraries).

TOTAL GRANTS.....\$338,089.00

MONETARY GIFTS

Associates of the Boston Public Library.....	\$25,000.00
Preservation	
Edward F. Artick, Jr.....	1,600.00
For the Children's Room Fund in memory of Elvira Vecchione Artick	
Robert Artick.....	2,500.00
For the Children's Room Fund in memory of Elvira Vecchione Artick	
Women's National Book Association.....	500.00
Reading Readiness Program	
Needham Lions Club.....	500.00
West Roxbury Branch	
Barbara M. Kirchheimer.....	2,940.32
Boston Library Consortium.....	1,000.00
In memory of Arthur Curley	
Stephen L. Symchych.....	5,000.00
The Educational Resource Institution.....	1,000.00
In recognition of the BPL's 150 th Anniversary	
The Old Stones Foundation.....	1,000.00
Bromer Booksellers, Inc.....	2,500.00
Flood Relief	
The Acorn Trust, Inc.....	2,500.00
Flood Relief	
Josiah M. Fowler Trust.....	1,000.00
Kirstein Business Branch	
Ms. Theodore Perry.....	500.00
MDA Associates.....	15,000.00
Alfred J. Walker Fine Art.....	1,512.00
To go towards the Thomas W. Nason Memorial Fund	
Combined Jewish Philanthropies.....	1,000.00
At the suggestion of Mr. and Mrs. Marc Wolpow	
Harry Moorachian.....	15,000.00
To establish the Rose Moorachian Memorial Fund	

Bradford Field and Lee Bottome Story Foundation.....	5,000.00
Rita M. and Edward G. Dineen.....	1,000.00
A gift to the Rita M. Dineen Fund	
In support of materials and services at the Kirstein Business Branch	
Carpenters Labor Management Committee.....	1,000.00
Flood Relief	
Andrew Oliver Trust.....	500.00
Mr. & Mrs. Nathan Eigerman.....	1,000.00
Children's Room Fund	
Hurley Communications Inc.....	500.00
Parker Hill Branch	
Anthony J. Gentile, Trust.....	2,236.96
Associates of the Boston Public Library.....	35,000.00
Children's Services	
Laura V. Monti.....	1,000.00
For the Alicia Monti Fellowship in the Rare Book and Manuscripts Department	
Antiquarian Booksellers Association of America.....	1,000.00
Mr. & Mrs. Charles Hood.....	1,124.38
Council BC of the Greater Boston Real Estate Board.....	500.00
Purchase of children's books for the West Roxbury Branch Library	
Mr. & Mrs. Henry Lee.....	1,003.56
Ruth Miller Philanthropic Fund II.....	1,000.00
Rare Books and Manuscripts Department	
TOTAL MONETARY GIFTS.....	\$220,417.22

BOSTON PUBLIC LIBRARY FOUNDATION

Anonymous.....	100,000.00
McKim Restoration	
Mr. and Mrs. Ray Stata.....	27,471.51
W. M. Bulger Endowment	
Gerard and Marilyn Doherty.....	2,000.00
Charlestown Branch	
Jeptha and Paddy Wade.....	3,000.00
Print Department	
Richard and Susan Smith Family Foundation.....	75,000.00
Reading Readiness	
Mr. and Mrs. Vernon Alden.....	100,000.00
McKim Restoration	
Various Sources.....	43,000.00
Summer Storymobile	
Gala Sources.....	250,000.00
McKim Project	
Jordan Foundation.....	250,000.00
Tea Room	
Mr. David Mugar.....	200,000.00
Restoration	
Various Sources.....	13,000.00
Homework Assistance Program	
Mr. and Mrs. Kevin Phelan.....	9,000.00
Branch hours of operation	
Ms. Marion Wheeler.....	5,000.00
Print Department	
Charles Hayden Foundation.....	62,500.00
Children's Furnishings	
Putnam Investments.....	1,000.00
Homework Assistance Program	
Anonymous.....	50,000.00
McKim Restoration	

Campbell and Hall Charity Fund	50,000.00
To repair/replace microfiche damaged during the flood	
Putnam Investments	10,000.00
Connolly Branch Library	
Paul and Phyllis Fireman Foundation	300,000.00
Codman Square Branch Library	
Mr. William Connell	50,000.00
McKim Restoration	
Buttenweiser Family Foundation	5,000.00
McKim Restoration	
Duck Tours	5,000.00
Sargent Murals	
Estate of Margret Rey	500,000.00
Children's	
State Street Bank	35,000.00
Mobile Library Services	
The Henry Luce Foundation	75,000.00
American Art	
Various Sources	378,572.56
Flood Relief	
TOTAL BPL FOUNDATION	\$2,599,544.07

GIFTS OF MATERIALS

Fine Arts

The following items were donated to the Fine Arts during the course of FY1998-99:

2126 4X6 black and white photographs of parks, waterviews, the United States Custom House, as well as sites in East Boston, Allston, Brighton, -- in memory of Margaret Wright Haverty, Alexander K. Severy, Robert P. Severy, and William Gurney -- all photographed and donated by Robert Severy, Weymouth, MA.

100 auction catalogs -- donated by the Fine Arts Library, Harvard University, Cambridge, MA.

300 auction catalogs -- donated by Christie's Auction House, Boston, MA.

100 New England exhibition catalogs and museum publications -- donated by the New England Museum Association, Boston, MA.

Free subscription to Skinner, Inc. auction catalogs -- donated by Robert Skinner, Inc., Boston and Bolton, MA.

Music Department

Mr. Ben Weiss of Somerville donated 7 books which he thought the Department should have but were not listed in the catalog. Among the books are the published papers of symposiums and colloquiums, and biographies in French, Italian and German. The books definitely do support the research quality of the Department's collections.

As executor of the Sam Sprince estate, Harold Morris donated 15 books and most of Mr. Sprince's correspondence to the Library. Mr. Sprince was a researcher for the redoubtable onomatologist, Nicolas Slonimsky, and at one time employee of *Schwann Record Catalog*. Through his years of assisting Mr. Slonimsky he compiled a collection of correspondence with composers from the United States and abroad.

In settling the estate of her husband, William Schwann, Mrs. William Schwann donated a complete run of the *Schwann Record Catalog* dating from 1970 through 1998, various journals and books. William Schwann (1913-1998) was a pioneering American discographer whose publication, *Schwann Record Catalog*, enabled record retailers and record collectors to manage the enormous amount of recordings published both in the United States and abroad in a logical manner. Along with the books and the catalogs were sound recordings which were placed in the Sound Archives.

Besides the sound recording, books and published scores which were the original part of the donation, Mrs. Leo Snyder and her family decided to also donate the manuscript

scores and sketches of Leo Snyder (1918-1984) to the Library. Mr. Snyder was a writer, critic for WBUR-FM, WBCN-FM, *Listen Magazine*, program writer for the Opera Company of Boston, lecturer, pianist and composer. He served on the faculties of New England Conservatory, Boston University and Northeastern University. The family's donation was made with the hopes of furthering scholarship, performances of Mr. Snyder's music, and preservation. Only one of the 33 compositions has been published; several of them have been performed. The collection will greatly enhance the Department's holdings of original manuscripts of contemporary American composers.

Mrs. Minuetta Kessler, a local composer and piano teacher, has finally formally donated her manuscripts and sketches to the Library. Negotiations for her collection have taken several years. An initial donation of her composition took place in 1992. The remainder of her collection will trickle in throughout the next few years. The final donation will arrive upon her death.

The Pro Arte Chamber Orchestra of Boston, a non-profit cooperative chamber orchestra, has donated its archive to the Library; it is housed and serviced in the Music Department. The Orchestra, established in 1978 by Larry Hill, is comprised of professional free-lance musicians. The organization is the second cooperative performance group to form in the United States. The musician-members have an equal opportunity to influence all policy decisions, determine repertory, guest performers, and conductors for the season. The archive contains the programs, financial records, correspondence, publications and sound recordings of the organization. The collection complements the Department's documentation of musical life in Boston and its historical holdings on performance groups in the Boston area.

Department of Rare Books and Manuscripts

Trollope gift: 48 volumes plus several journals published by the Trollope Society from 1981-1997 were donated by Mrs. Elizabeth K. Davis of 10 Longwood Drive, #423, Westwood, MA 02090. Acc. 98-84-Acc. 98-128, Acc. 99-105 & 6.

The Inner World of Xu Dongdong published in China, 1997. Gift of the artist

A Survivor's Haggadah, NY, 1998. Gift of Scott-Martin Kosofsky – XH.998.A10H FOLIO

A Record of the Boston Stage by W.W. Clapp, Boston, 1853. Gift of James Ford – PN2277.G6C5

A House Party, Boston, 1901. Gift of Priscilla Juvelis – PZ3.H777Co

Anonymous gifts:

My Mind and its Thoughts by Sara Morton, Boston, 1823 – Acc. 98-162

The Anatomy of Drunkenness by Robert Macnish, NY, 1835 – RC367.M16 1835x

Living Free by Joy Adamson, NY, 1961 – QL737.C2A4

Book of Common Prayer, Oxford, 1875 – BX5943.A1 1875

Theodore by Wilhelm DeWette, Boston, 1856 – PZ3.D515T

Eloquence of the United States by E. B. Williston, Middletown, CT, 1827 – E302.1.W73

Proceedings of the Anti-Sabbath Convention, Boston, 1848 – XH.828.A10A

History of the Condition of Women by Lydia Maria Child, Boston, 1840 – HQ1121.C5
1840x

Life of Napoleon Bonaparte, Hartford, 1816 – XH.816.A10L

History of the Town of Pittsfield by David Field, Hartford, MA, 1844 – F74.P6F4

The Contributor. Not slothful in business, Boston, 1887. 4 issues – AP2.C632 1887x

Histoire du Ciel by N.A. Pluche, Paris, 1748. 2 vols. – BL305.P6 1748

Author's gifts: (researchers who have used the RBD collections or presented programs)

Greatest Trials of All Times: Sacco and Vanzetti by Court TV Network. Videotape Acc.
98-132

All on Fire by Henry Mayer, NY, 1998 – E449.G25M39 1998

Sacco and Vanzetti article by Neil Proto, 1999 – XSV.999.1

Children's Books and Their Creators edited by Anita Silvey, Boston, 1995 –
XZ.67.S65C

Publishers gifts:

Well-heeled by J. O'Callaghan, Vermont, Janus Press, 1998 – XQ.998.Oc7W

Westward Bound: an exhibition celebrating book arts in the west., Janus Press, 1998 –
N7433.35.U6W47 1998

The Stinehour Press by D. Farrell, Lunenburg, VT, Stinehour Press, 1998. Includes also a proof copy – Z232.S863F37 1988x

Making Books in the Woods by J. Robertson, Covalo, CA, Yolla Bolly Press, 1997 – Z116.A2R62 1997 Folio

Manuscript gifts:

Fred Allen letters (26 items). Gift of Mrs. Ambur Hiken – Ms.3253

Richard H. Randall. Typescripts – copy and research notes for a seminar paper for Harvard on BPL's Ms Med 109: 14th century medieval manuscript written in France (21 p.) Gift of Mrs. Lilian M.C. Randall – Ms. 3266

USS Boston Logbooks, 1943-1944 (3 v.). Gift of Mr. Bernard Margolis, President of Boston Public Library – Ms.3263

Science Reference Department

The Science Department received some major gifts this year. Two were large collections of older printed material for which we have a definite need. Several items were small gifts of current material, which were donated to help us rebuild our collection after the devastating flood of August, 1998. Finally, a computer system was given to us by the United States Patent and Trademark Office which will run their latest patent and trademark searching software.

A large gift of older repair schematics for radios and televisions was donated by a Boston technical high school. The collection contained SAMS Photofacts (approximately 150 volumes) and Zenith factory repair data. The SAMS will be used to fill in many of the gaps in our own collection that date back to the 1940s. The Zenith collection is new to the Library and will need to be catalogued and indexed. Collections such as this are indispensable to repair technicians, engineers, historians, and home hobbyists and will be a greatly appreciated addition to the department.

The second large collection was donated by a retiring patent attorney from Ohio. He had contacted the USPTO to see if there was interest in his patent law library. The USPTO knew of our difficulties from the flood, arranged to have the material delivered to us, and even paid the shipping. The collection consisted of 8 pallets of material: a complete collection of Patent and Trademark Official Gazettes, annual patent and trademark indexes, many intellectual property law books, and several current awareness loose-leaf services. The gazettes will be used to replace those that were damaged in the flood. The indexes are in better condition than those that were maintained in the department. The law books need to be catalogued and subscriptions entered to continue the loose-leaf services. This gift has allowed the Science Department to continue its role as an exceptional Patent and Trademark Depository Library despite the losses due to the flood.

Smaller gifts for which we are very grateful came from donors who had heard about our flood losses. Several medical volumes were given to us from staff at the Treadwell Library at Mass General Hospital. Replacement volumes for the General Science Index were donated by a local public library.

A major gift of hardware was donated by the USPTO in order to update the services which they provide through the Patent Depository Library Program. A new Pentium computer with 17" monitor and high speed printer uses DVD technology. It will be used to view digital images of U.S. patents from 1790 to date. A more powerful windows-based search system will replace the DOS system that has been in place since 1987. This gift also makes sure that our patent databases are Y2K compliant.

Despite the losses due to the flood, this list of gifts makes it sound like we had a great year in Science Reference.

**Gifts and Exchange
Significant Gifts
April 1, 1998 – April 1, 1999**

<u>Date</u>	<u>Donor</u>	<u>Residence</u>	<u>Items Donated</u>
September 1998	Dluhosch, Mr. and Mrs. Eric	Boston, MA	60 hardcover books, 20 paperback books, 1 punch bowl and 34 cups
September 1998	Foster, Mr. and Mrs. George	South Boston, MA	288 hardcover books, 155 paperback books, 12 periodicals, and 4 LPs
September 1998	Gilbane, Lisa	Roxbury, MA	30 hardcover books and 110 paperback books
June 1998	Goldsmith, Enid and Alvin	Boston, MA	70 hardcover books, 42 paperback books, 45 periodicals
October 1998	Horowitz, Toby	Brookline, MA	200 hardcover books
April 1998	Joyce, Edward	Boston, MA	24 hardcover books, 31 paperback books, 158 periodicals
June 1998	Kane, Carole Ann	Brookline, MA	275 hardcover books and 260 paperback books
September 1998	Kane, Steven	Boston, MA	30 hardcover books and 109 paperback books
January 1999	Kantrowitz, David	Boston, MA	125 books and 375 magazines
June 1998	Kellogg, Louise	Vacaville, CA	77 hardcover books, 150 paperback books, 4 periodicals
April 1998	McCullough, Marjory J.	Revere, MA	265 LP records and 2 cassette tapes
December 1998	Mason, Linda	Wellesley, MA	243 hardcover books
September 1998	Moore, Frank	Brighton, MA	12 hardcover books, 140 paperback books, 30 periodicals

**Gifts and Exchange
Significant Gifts (con't)
April 1, 1998 – April 1, 1999**

<u>Date</u>	<u>Donor</u>	<u>Residence</u>	<u>Items Donated</u>
April 1998	Morgan, Nancy	Danvers, MA	195 hardcover books, 182 paperback books, 60 periodicals, 150 LP records, and 650 sheet music
September 1998	Perlman, Michael	Cambridge, MA	46 hardcover books, 97 paperback books, 72 periodicals
September 1998	Rodphai, Hathaichanok	Brighton, MA	22 hardcover books, 152 paperback books, 42 periodicals and 3 books on tape
January 1999	Science Fiction Club of the University of Massachusetts	Boston, MA	247 hardcover books and 434 paperback books
September 1998	Takatsudo, Kaori	Boston, MA	80 hardcover books, 175 paperback books, 83 periodicals
September 1998	Warner, Jr., Sam Bass	Cambridge, MA	26 hardcover books and 101 paperback books

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Tuesday, September 21, 1999

A Regular Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; William Coughlin, President, and Grace Cotter Regan, Vice President of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, and James McDonald, Executive Director, Associates of the BPL; Erin Hester, Senior Project Manager, and Maureen Anderson, Manager of Programming and Siting, Department of Neighborhood Development; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Annual and Regular Meetings of May 26, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of May 26, 1999 were approved.

The Chairman provided background information on three telephone polls that were taken by the Clerk to the Trustees during the past two months for a naming opportunity and two requests for use of the Library. Mrs. Gaines noted that the telephone polls conducted by the Clerk to determine the Board's disposition on an issue are subject to discussion and ratification by the full Board at the public meeting of the Trustees.

With respect to the telephone poll taken on August 2, 1999 for a proposed naming opportunity, on a motion duly made and seconded, it was

"VOTED: to approve naming the new wing and lecture hall of the Hyde Park Branch Library in honor of Mayor Thomas M. Menino."

With respect to the two requests for Library use, the Chairman recalled that the criterion the Board has been using is whether the organization involved has had some relationship with the Library in the past that would justify approval of its use.

The Board also discussed the approach the Library has taken, on the Board's direction, to negotiate the fee for use with the organization, after the Board's formal vote of approval, depending upon the individual purpose and nature of the request for room use. In addition, in light of the increasing number of requests for use of library space, the Board noted the difficulty of having a non-policy concerning use of library space, in which approval is granted on an individual *ad hoc* basis, and lack of a rental fee schedule.

The Chairman requested that the President re-circulate to the Board the revised draft room use policy, including rental fee rate schedules used by other libraries, which captures the suggestion of Trustee David McCullough whereby those organizations who previously have had a significant relationship with the Boston Public Library would be favorably considered. The Chairman also requested that the room use policy be placed on the agenda at the next Trustees meeting.

Following further discussion, on a motion duly made and seconded, confirming the telephone polls conducted by the Clerk on August 16, 1999 and September 2, 1999, it was

“VOTED: to approve the request by Ms. Deborah A. Gilmartin, Director of Administration, The Philanthropic Initiative, Inc. (TPI), for use of library space on November 18, 1999.”

**and
further,**

“VOTED: to approve the request by Mayor Thomas M. Menino for use of library space on November 9, 1999 celebrating ReadBoston’s 4th anniversary.”

On a related topic, Mrs. Gaines recommended and the Board agreed that the invitations for the ReadBoston fundraiser event celebrating its 4th anniversary also include the co-sponsorship of the Trustees of the Public Library of the City of Boston.

The President shared with the Board a third request for room use from First Night Boston, Inc. to host a reception for representatives of the two hundred First Nights in the United States and abroad who will be attending an annual conference in Boston. Following background information on the fact that the Boston Public Library has been a long-time venue for First Night events, on a motion duly made and seconded, it was

“VOTED: to approve the request by Ms. Geri Guardino, Executive Director, First Night Boston, Inc. for use of library space on March 23, 2000.”

Mr. William O. Taylor, Chairman of the Trustees’ Finance Committee, provided background information on two resolutions for opening and maintaining deposit accounts and for borrowing procedures that were reviewed and recommended by the Finance Committee to the full Board for approval.

With respect to the latter resolution, Mrs. Gaines expressed concern and reservation about the Trustees borrowing money and noted that the resolution places a large burden solely on the Chairman of the Trustees. The Chairman underscored the need for the Trustees to have available the option to borrow money on an interim

temporary basis for emergency purposes critical to maintaining the momentum of the Library's operations.

The Chairman noted a concern raised by Mr. Sweeney, Corporation Counsel, on behalf of the City that most City agencies do not have the authority to borrow money, which is controlled by the City. The Chairman pointed out, however, that there are not many City agencies similar to the Library who have Trustees with funds of which they have control.

In addition, the City has indicated that if the borrowing resolution were to be approved by the Trustees, before the Library implemented it, the City's Chief Financial Officer would like to discuss further how it would work and how it would relate to various City borrowing practices, requirements and regulations.

In light of the concerns expressed, and subject to further discussion with the City's Chief Financial Officer, the Board agreed to table the motion to borrow money. With regard to the resolution for opening and maintaining deposit accounts, as recommended by the Trustees' Finance Committee, on a motion duly made and seconded, it was

"VOTED: that the President or Chief Financial Officer of the Trustees of the Public Library of the City of Boston (also known as the Boston Public Library) may designate from time to time the financial institution(s) to be depositories for Trustees' funds and for checks, notes, drafts, and other items payable to or endorsed in favor of the Library, its Trust Funds and/or other such monies.

that any two (2) of the following officers and/or persons: President, Chief Financial Officer, Clerk of the Corporation, Controller, Supervisor of Accounting, or Assistant Principal Accountant acting jointly, may open one or more accounts, at any bank so designated, for checking, transaction, savings, term, special notice, and other deposit accounts with a bank from time to time as said number of officers and/or persons determine, and may arrange for such cash management or other deposit services in connection therewith. Each such deposit account may be drawn upon or charged by check, draft, or other written order signed by said number of officers and/or persons so acting or by bank wire transfer, electronic debit, or other means made available by the depository, provided that transfers made by such means are made pursuant to written or oral instructions believed by the depository in good faith to have been given by said number of officers and/or persons so acting."

that all resolutions and delegations relative to the authority of any officer or person to act on behalf of the Trustees of the Public Library of the City of Boston shall remain in full force and effect until the depository's receipt, at its principal office, of written notice of the revocation or modification of such authority. Such notice shall be given, if at all, by the Clerk of the Corporation."

Mr. Taylor provided background information on a proposed enabling vote for the payment of fees for the annual independent audit. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that the President of the Public Library of the City of Boston be, and hereby is, authorized to cause to be paid to the public accounting firm of Creelman & Smith, P. C. from the undistributed income of the Trust Funds, now held in the custody of the Collector-Treasurer of the City of Boston, fees due for audit services related to said Trust Funds."

Mr. William O. Taylor, Chairman of the Trustees' Collections Committee, provided an update on the progress being made toward the acquisition of a site for the development of the **Boston Heritage Center** project, in an effort to address the Boston Public Library's long-term storage, preservation and archival needs.

The Chairman reported that discussions have broken off concerning the 4.5-acre property the Library was negotiating for on Dorchester Avenue, Dorchester, MA given that the rights-of-way issue could not be resolved. However, the Library is now very intensely looking at an 8-acre parcel of land on Massachusetts Avenue in Boston that is closer to the Central Library and located about ten minutes away.

The Chairman said that the asking price for the property is \$10.8 million and includes a building totaling 100,000 square feet that would support the height and weight requirements to accommodate the book stacks. The Chairman said that the site has a number of very good attributes, including adequate parking and the availability of office spaces in the building. Discussions are also ongoing with the City of Boston about the possibility of combining the Library's needs with that of the City Archives.

Meanwhile, an option to purchase the property has been prepared *pro bono* by Hale and Dorr, which is being circulated to the City's Corporation Counsel and all parties involved in the long-term storage facility project, and a study to determine the Library's long-term storage and archival space needs and requirements has been prepared by Mead Associates.

With regard to funding the **Boston Heritage Center** project, the Chairman said that discussions are ongoing with the City on their participation in conjunction with the possibility of raising private funding from Foundations and individuals. The President then offered to provide a tour of the property for the members of the Board.

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, reported on the status of the McKim Restoration project. The Chairman noted that the bid estimates for redoing the McKim Roof and Courtyard (Phase IIB) came in significantly higher than anticipated, resulting in a temporary setback to the project, while efforts were underway to find a way to cover the financial shortfall.

The President reviewed the bidding process and construction schedule for Phase IIB noting that Mr. Andrew Hudak, Deputy Director, Department of Neighborhood Development accepted the low bid and contract negotiations are ongoing. It is expected to meet the timetable for an early October 1999 groundbreaking event in the Courtyard signaling the commencement of construction.

The President shared with the Board an authorization for \$15 million for the Boston Public Library, signed by Governor Argeo Paul Cellucci in the Lobby of the McKim building on August 30, 1999, in the presence of the Massachusetts State Legislative leadership, Library Trustees, Massachusetts Board of Library Commissioners, Library staff and friends.

The President reported that the \$15 million authorization is to be matched by \$5 million. Based on the Boston Public Library Foundation's work, \$2.5 million of the \$5 million match has already been raised to date. The \$15 million will be applied to support funding for Phase IIC work of the McKim Restoration project, in which negotiations with the architect have recently been wrapped up in terms of what a proposed contract would look like for the next phase.

In other McKim Restoration project activities, the President reported that the Boston Restaurant Group, which is a major restaurant design firm, is developing a design proposal and a business plan for the Tea Room and Café. In addition, the Library is in the midst of moving departments in anticipation of the commencement of Phase IIC work, including moving the Microtext Department from its current space into newly renovated air conditioned spaces.

With regard to the flood recovery activities, the President said that a test pit has been dug in the McKim basement floor and the news is good in terms of the findings thus far, including the fact that the footers and foundation wall both appear to be in good shape.

The President welcomed and introduced Mss. Erin Hester, Senior Project Manager, and Maureen Anderson, Manager of Programming and Siting, Department of Neighborhood Development who provided an update on the Boston Public Library Central Library Master Plan developed by Hardy Holzman Pfeiffer Associates.

Ms. Anderson distributed copies of the final draft of the Central Library Master Plan and walked the Trustees through the planning effort to create a long range "roadmap" for the BPL to implement a phased series of service and physical

improvements to the library facility, preparing it to serve the Boston community through the 21st century.

The Master Plan provides for new service initiatives and public areas to meet the needs of both scholars and general patrons by incorporating a full renovation of public and staff areas, integration of new technologies and public amenities, and enhancing access to the library's unparalleled collections.

Ms. Anderson provided an overview and described the elements of the Master Plan document which is divided into three volumes: Part A: Facility Evaluation; Part B: Planning Process; and Part C: Master Plan Recommendations. A key component of the vision for the Central Library is the integration of its two major buildings, the 1895 McKim Building and the 1972 Johnson Building, in an effort to make one Central Library that is easy for the patrons to use and to have access to library services and materials.

In order to develop a framework for addressing issues affecting the creation of a physical master plan, Ms. Anderson said that the Study Team developed seven initiatives outlining specific overall objectives. The Master Plan recommendations are based on the support and implementation of the following programs: a **Community Initiative** that will enable the Library to become a more exciting and vital place for the wide public it serves; an **Access Initiative** which welcomes users and facilitates circulation and wayfinding throughout the complex; and a **Technology Initiative** that embraces new technologies for both patrons and staff.

In addition, an **Enterprise Initiative** that will bring patron amenities to the Library, enhance visibility, and introduce potential added revenue for programs; a **Processing Initiative** that would be a substantial focused effort to account for, define and catalogue all the unprocessed material in the Library; an **Off-Site Initiative** which would consolidate current off site activities, including the housing of hazardous storage materials currently being stored at the Central Library, and add new ones to give the Library the breathing room it needs to provide better service at the Central Library and address the ongoing growth of its many collections; and a **Development Initiative** focusing on the public and private funding required to implement these improvements and initiatives.

Mr. Deare noted that historically the Central Library has had a lot of dead storage use, such as the Gifts area, and queried how the Master Plan would address mitigating that activity. Ms. Anderson replied that the consultants have recommended that the processing of Gifts be moved offsite; gifts that are of interest could then be brought to the Main Library following processing to a smaller space for the staff to review and select.

The Chairman said that funding for all of the items described in the aforementioned initiatives is unlikely within the Library's current operations budget. Therefore, funds to support all of these initiatives would need to be identified from private and foundation funding sources, which is estimated at \$140,000,000 million.

Ms. Hester highlighted and reviewed a host of programming elements that would be affected by Phase IIC of the McKim Restoration project including: creation of a permanent orientation and exhibition room on the first floor of McKim (NW corridor); development of a Special Collections area adjacent to the exhibition area; and establishment of book circulation functions and an improved security area in the Lobby of McKim.

Additional programming and areas to be impacted by Phase IIC include: expansion of the Tea Room from one room to two rooms; creation of a bookstore off the Courtyard; creation of a dry storage area in the McKim basement; installation of an additional elevator and public restrooms on intermediate floors throughout the McKim building; and relocation of the Book Delivery Department and related book belt.

In addition, Ms. Hester reported that the master planning effort recommends relocating both the Science Reference and Government Documents Departments to the second Floor of the Johnson Building, as part of the creation of an **Information Common** initiative, which will have computer-based information resources available to patrons.

Ms. Vivian Spiro, Chair, Associates of the Boston Public Library reported on a proposal by the Associates to host a fund-raiser to benefit the Music Department of the BPL. Ms. Spiro said that the idea behind the effort is to heighten the visibility of the Music Department, as one of many, that is deserving of public support and is totally consistent with the objective of making the public more aware of the Library's resources across the board.

According to Ms. Spiro, the benefit would be a lively, fast-paced examination of the state of music in our lives as we careen around the bend into the 21st century, focusing on the evolving nature of the art form in three major categories: classical, rock, and jazz. Suggested panelists include: Peter Wolf (J. Geils Band); Steven Tyler (Aerosmith); Christopher Hogwood (Handel & Haydn Society); and Gary Burton (jazz vibraphonist). Following discussion, on a motion duly made and seconded, it was

"VOTED: to approve the request by Ms. Vivian Spiro, Chair, Associates of the Boston Public Library, for use of library space in January 2000 for a Music Department Benefit sponsored by the Associates."

The Board voted to recess the Corporate Meeting at 9:34 a.m., to go into the Meeting of the Administrative Agency, and returned to the Meeting of the Corporation after its adjournment at 9:47 a.m.

Ms. Seigle, Chair of the Trustees' Education Committee, congratulated President Margolis, and Mss. Carr, Douglas and Branch Librarian Barbara Wicker, along with the Staff of the Hyde Park Branch Library, for their participation in hosting an outstanding

100th birthday celebration of the branch library building with tremendous attendance from the community.

Ms. Seigle noted how impressed she was, during her visits to the Library this Summer, by the enormous amount and variety of languages spoken by the users and also by the incredible number of visitors to the Library, especially the popularity of the Art and Architecture Tours.

Further, Ms. Seigle said that the public is very excited about being in the Central Library and that the words inscribed on the facade of the McKim Building "*Free to All*" and "*Dedicated to the Advancement of Learning*" truly reflect the mission of the Library. This is evident in all of the extraordinary activities, programs and individual interactions that our talented staff has everyday with library patrons.

Ms. Seigle said that she recently came across an article written by the late BPL Library Director Arthur Curley regarding the coordination of services between the Library and the Schools, in which he referenced a Report of the Trustees of the Public Library of the City of Boston issued in 1852 entitled "*Upon the Objects to be Attained by the Establishment of a Public Library*".

In this report, the Trustees said that "they would endeavor to make the Public Library of the City, as far as possible, the crowning glory of our system of City schools; or in other words, they would make it an institution, fitted to continue and increase the best effects of that system, by opening to all the means of self culture through books, for which these schools have been specially qualifying them".

Ms. Seigle said that this is still the case, in which the Boston Public Library, for many students, is the "crowning glory" and "enriches the education" that they receive in school, but the Library also has to acknowledge that there are changing conditions. For many students who use the Library and for those who don't, the Library is a research source and is a basic component of their education. Part of this is due to the lack of library resources in the schools, including books and computers that are necessary to complete their homework assignments, and that there are very few professional librarians in the Boston Public Schools.

Ms. Seigle said that while the Library provides outstanding programs for school children, such as the Homework Assistance Program that is addressing some of these issues, the Library has not systemically examined what the role of the Boston Public Library needs to be *vis-à-vis* the Boston Public Schools for the next century.

While the BPL has talented librarians responding to those needs, Ms. Seigle said that dialogue needs to take place to discuss those critical issues because they have collection, staffing, collective bargaining and budgetary implications; it is her hope that the Education Committee would continue bringing people to the table to talk about these important issues.

Therefore, the goal of the Trustees' Education Committee is to develop a cooperative agreement between the Boston Public Schools and the Boston Public Library, by the Trustees Annual Meeting in May 2000, that has solid commitments toward realistically meeting the current educational needs of the children of Boston.

On a related topic, Ms. Seigle announced the recent appointment of Ms. Karen Duff as Youth Services Coordinator for the Boston Public Library noting that this position will be a tremendous boon toward achieving these shared educational goals.

Mr. Deare, Chairman of the Trustees' Employee Relations Committee, said that the book the Chairman provided the Board for the Trustees' Retreat entitled *Boards That Make a Difference: A New Design for Leadership in Nonprofit and Public Organizations* by John Carver included a discussion on the need for consolidating the number of Board Committees, one of which is the Employee Relations Committee.

Mr. Deare recalled that significant discussion was devoted at the retreat regarding the role of Board Committees and that, as Chair, he is in the process of redefining the role of the Employee Relations Committee to not necessarily be concerned with day-to-day operations but rather to focus its efforts on policy issues related to staff development, human resources, diversity training, career ladders and EEO issues.

Mr. Deare reported that he had the opportunity to represent the BPL at the American Library Association's National Conference this Summer as a representative of the Urban Libraries Council serving as a member of the Urban Assets Working Group.

Mrs. Gaines, Chair of the Trustees' Examining Committee, recalled that the 1997-1999 Examining Committee Report had been submitted to the Board for their review and therefore has fulfilled her obligation. The Chairman noted that the President had responded to the report's recommendations and then planned to meet with the Chairs of the three Subcommittees.

The President reported that he has met with two of three Subcommittee Chairs to review the specific recommendations and report what the Library has done in terms of responding to those recommendations and what was underway even before the report was issued. Once he meets with the third Subcommittee Chair, the President said it is planned to invite the three Subcommittee Chairs to a Trustees' Meeting for them to respond to any questions or issues the Board might have about the Examining Committee Report.

Mrs. Gaines expressed appreciation to the Trustees and President Margolis for the lovely reception held in celebration of her receipt of a **Doctor of Library Service, *honoris causa*** from Simmons College in Boston on May 26, 1999. Mrs. Gaines also expressed appreciation to Drs. Daniel Cheevers, James Matarazzo and Em Claire Knowles from Simmons College, Alice and Bill Hennessey, Donna DePrisco for the gift selection, and thanked, in her heart, the late Arthur Curley. Mrs. Gaines noted that President Margolis also received a **Doctor of Library Service, *honoris causa*** from Wentworth Institute in May 1999.

President Bernard A. Margolis, in his report to the Trustees, provided an update on the McKim Restoration project and shared with the Board samples of the granite that has been selected to be used to cover the Southbound lanes of Dartmouth Street once it is closed to traffic. The front apron of the Library will be extended to the median of Dartmouth Street and will be covered with granite material matching the McKim building and corresponding colors.

With regard to ongoing capital projects in the Johnson Building, the President reported that the new carpet has been installed but it is not performing well, including enormous staining. Meanwhile, the Library has not paid for the carpet and several challenges are pending to replace the carpeting to meet the agreed upon specifications.

In terms of branch capital projects, the President said there are lots of projects ongoing including: an opening was held last week at the South End Branch celebrating the new renovations; bids have been received to make significant improvements to the Codman Square Branch, including using \$300,000 that the BPL Foundation raised from the Fireman family.

In addition, work on the new addition to the Hyde Park Branch is well underway though somewhat behind schedule; the bids are expected today for the new Allston Branch Library; and the Library is putting in place all the implementation of using the Margret Rey gift to the Library, including little tykes computers being put into every branch, along with new furnishings and carpeting.

On the human resources front, the President said there have been some major retirements of senior management staff in the past couple of months including in the finance area, buildings department, technical services, duplicating and community services. Efforts are underway to examine which of those positions are to be replaced and what other kinds of changes or reorganizations should be pursued.

On the recruitment front, the President said 60 applications were received for the Chief Financial Officer's position; he has interviewed 21 applicants, which have been narrowed to 6 finalists. The 6 finalists are now being interviewed by Ernst and Young *pro bono* for technical competence, subsequent to a screening committee process that would include the Board's participation.

On the training front, there are many training activities underway in the Library, several of which are technology based, including some of them connected with the implementation of PeopleSoft financial and personnel programs that are part of a Citywide effort.

In terms of branch activities, the President said he has received a slew of complaints about Saturday branch hours. Under present contracts and practice, all of the branch libraries are closed Saturdays during the Summer and do not re-open again until after the formal school year has begun.

The public has expressed their concerns that they would like the branches to be open year round, or at a minimum, to open on Saturdays concurrent with the start of the school year. The President said these are options that would be explored in light of associated costs connected with the expansion of branch hours.

In other branch activities, the President reported that the Library continues having problems recruiting Children's Librarians although recruitment efforts are being extended far beyond the Boston Metropolitan area. Also, the Library has received a request from the City of Boston to provide temporary office space to accommodate a liaison to work with the community around the Seaport development activities.

In the books and collections area, the President shared with the Board an annotated catalog that was developed by the Library staff which reviews all of the **Special Collections in the Research Library** and provides insights into the amazingly valuable collections available at the BPL.

Also, the President was pleased to report that the BPL has been selected to be one of four U.S. Patent Office Partnership Libraries in the country that will enable the Library to have direct video conferencing with the U.S. Patent Office, access to many Patent Office files that are only available currently in Washington, D.C., and facilitate our role as an entrepreneurial center for invention and inventors in Boston.

In the education area, the President reported that 25 Boston Public Schools are now connected to the BPL's network and efforts are underway to roll that program out to more schools. Further, the enormously successful **Homework Assistance Program** that was created by Ms. Karen Duff is up and running again this Fall and has been expanded to additional branch libraries. The Library is also working on a new project with an organization called Real Time Learning to use some of our technology in conjunction with the Homework Assistance Centers to provide added support to school children.

On the facilities front, the President reported that improvements are being made in the buildings care area under the supervision of Ms. Ruth Kowal. To further this effort, the Facilities Officer job will be re-posted and recruitment for that position will commence shortly.

In the programming area, the President shared with the Board a packet of newspaper articles representing some of the print news coverage of Library events that the Library's Communications Office has generated in the past month. In addition, the Library is very excited about the opening in October 1999 celebrating the publication of **Mapping Boston**, edited by Alex Krieger and David Cobb, coinciding with the opening of a special exhibition of maps from the **Norman B. Leventhal Collection** exploring the life and history of a city through its maps.

In the technology area, the President reported that the Library is moving well along in its effort toward Y2K compliance. Although efforts concerning the acquisition

of a new telephone system are somewhat behind schedule, the Library has received positive confirmation on several of its Universal Services Fund initiatives to support the new phone system.

The President shared with the Board a copy of the **Rocket Book**, which is an electronic book that represents the book of the future, and is designed for books to be loaded from a computer onto a palm-held device that can be circulated to the public. Also on the technology front, the Mayor recently unveiled the **Boston i**, an interactive information kiosk that was installed outside the entrance of the Johnson Building.

The President introduced the Library's management team who were present to assist him receive the Board's input about the future strategic planning effort for the Boston Public Library. First, the President announced that effective October 1, 1999, Ms. Ruth Kowal would be assuming duties as Director of Operations and Ms. Katherine Dibble will be assuming duties as Director of Public Services. Joining them on the management team are: Mr. Patrick Cafferty, Systems Officer; Ms. P.A. Carr, Communications Officer; and Mr. Kenneth Black, Acting Chief Financial Officer.

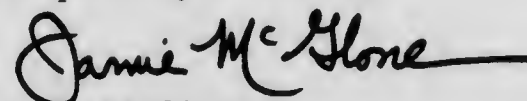
The Board reviewed and discussed the strategic planning document titled ***Boston Public Library, Top Strategic Statements, September 1999*** that was developed by the Library's Change Team after extensive Community Focus Group input, staff input, and lengthy Change Team discussions. The Strategic Statements are intended to provide the basis for the Library's future strategic planning efforts and capture immediate and longer-term directions for the Library. The statements form the basis upon which a Strategic Plan can be built to formulate a more comprehensive Strategic Plan.

Following further discussion, the Chairman requested that the President re-survey the Trustees seeking their input to prioritize and rank the **Boston Public Library, Strategic Statements 1999**. The Chairman suggested that the Board members forward their responses to him by November 9, 1999 and requested that the strategic planning effort be placed on the agenda for the next Trustees' Meeting.

The Chairman welcomed and introduced Mr. William Coughlin as the newly appointed President of the Boston Public Library Foundation. Mr. Coughlin briefly outlined the goals and objectives for the Foundation in collaboration with the BPL.

In other business, Mrs. Gaines noted the absence of any Library union officials attending the meeting. The Chairman noted that the Sixteenth Annual Trustees' Reception and Recognition Ceremony for Library Staff has been scheduled for October 1, 1999. There being no further business, the meeting of the Corporation adjourned at 10:52 a.m.

Respectfully submitted,



Jamie McGlone
Clerk to the Trustees

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Wednesday, November 17, 1999
Kirstein Business Branch

A Regular Meeting of the Trustees of the Public Library as a Corporation was held at the Kirstein Business Branch, 20 City Hall Avenue, Boston, MA at 3:00 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Pamela Coravos, Esquire, Hale and Dorr; William Coughlin, President, and Grace Cotter Regan, Vice President of Development, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Dolores Schueler, Branch Librarian, Kirstein Business Branch; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of September 21, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of September 21, 1999 were approved.

The President provided background information on the proposed establishment of the **Lillian Israel Fund**. The President noted that the late Ms. Lillian Israel was a long-time Boston resident and loved the Boston Public Library. Her three sons have decided to honor her by creating the **Lillian Israel Fund**, with an expected initial contribution of \$25,000, which would be followed by some additional contributions later on from the family.

The President said that the proposed fund would be used for the purchase of books and materials that would enrich the experience of young adults using the facilities and services of the BPL. Then, on a motion duly made and seconded, it was

"VOTED: that there be and hereby is established the Lillian Israel Fund, and that all assets of said fund be invested through the General Investment Account, the income (as defined in the Statement of Policy adopted by the Board on June 22, 1998) to be used for providing materials and services to young adults served by the Boston Public Library. The fund may also be used for the purchase of books, supplies, materials, technology as well as costs related to staffing and training which will enrich the experience of young adults using the facilities and services of the Boston Public Library. These restrictions may be modified

or eliminated despite further contributions to this fund or reliance by any outside party on this vote.”

Mr. William O. Taylor, Chairman of the Trustees’ Finance Committee, provided background information on a proposed resolution for the additions to the General Investment Account and a host of proposed awards of contracts that were reviewed and recommended by the Finance Committee to the full Board for approval. On a motion duly made and seconded, and on the recommendation of the Trustees’ Finance Committee, it was

“VOTED: that the sum of \$103,130.43 representing the income for the period of July 1, 1998 to June 30, 1999 earned by the following funds in the General Investment Account be reinvested in these funds in the General Investment Account as required by their authorizing votes on the basis of \$6.78 per unit which is hereby determined to be the fair market value per unit as of June 30, 1999.”

<u>Fund Name</u>	<u>Units Added:</u>	<u>Amount Added:</u>
Joan of Arc Fund	664	4,504.70
Boston Public Library Staff Centennial Fund	983	6,668.25
Centennial Fund	23	152.98
John Deferrari Fund	1,764	11,961.11
Lee M. Friedman Fund	4,080	27,663.12
Lee M. Friedman Memorial Fund	13	88.34
1/4 Lee M. Friedman - Books for Rare Books Department	29	197.92
Dr. Samuel Abbott Green Memorial Fund	4,367	29,606.86
Arthur W. Heintzelman Memorial Fund	422	2,861.23
G. K. Hall Associates Fund	100	676.31
Library Art Fund	53	360.37
1/10 John D. Merriam Fund	1,440	9,762.87
Marjorie Wiggin Prescott Fund	4	28.39
Ellery Sedgwick Fund	79	532.96
Shakespeare -- Emerson Fund	31	210.36
Helen O. Storrow Fund	1,018	6,900.11
1/2 Wedgwood Club 25th Anniversary Fund	27	183.78
Stow Wengenroth Fund	60	405.07
Richard McMullan Fund	54	365.70
Total	15,211	\$103,130.43

Mr. Taylor provided further background information on four proposed awards of contracts relating to the McKim Restoration project. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: to authorize the use of \$1,000,000.00 from an anonymous donor for the purpose of restoring the Courtyard as part of the restoration and renovation of the McKim Building."

"VOTED: the sum of \$185,741.00 shall be withdrawn from the principal of the Dr. Samuel A. Green Memorial Fund to replace the temporary use of flood donations, withdrawn previously from the Foundation Account and applied to the McKim Building renovation, and said amount shall be re-deposited to the flood donations within the Foundation Account."

"VOTED: that the President of the Public Library of the City of Boston or designee, be, and hereby is, authorized and directed to receive and use, in accordance with the terms of the Agreement, a contribution of \$2,000,000.00 from the Massachusetts Board of Library Commissioners, for the purpose of continuing the restoration and renovation of the McKim building."

"VOTED: that the Trustees of the Public Library of the City of Boston, hereby accept and authorize the use of a gift from Jane W. and Jeffrey E. Marshall, in the amount of \$2,908.25. This sum represents the mean market value of the 52 shares of BP Amoco stock on October 28, 1999; the date of the check. The donors have requested that this gift be allocated to The Capital Campaign."

Mr. Taylor reviewed the proposed award of contract for design services between the City of Boston, the Trustees of the Public Library of the City of Boston, and **Shepley, Bulfinch, Richardson and Abbott, Inc.** in connection with the McKim Restoration project.

The Chairman stated that the Trustees of the Public Library of the City of Boston unequivocally have an obligation and a responsibility to sign the architect's contract making them a party to the contract. The Chairman said that the Trustees historically have been party to the architect's contract, because the Trustees' ultimately are responsible for the money that is going to be spent on the project. In addition, there are fundraising implications associated with funding Phase IIC of the McKim Restoration project.

Ms. DePrisco recommended that the Board also continue the past practice of reviewing and approving any future amendments to the architect's contract. The Trustees agreed and the Board Chairman said that any future amendments to the architect's

contract would continue to come through the Trustees' Capital Projects Committee for their review and proposed recommendation to the full Board of Trustees for approval.

Following discussion among the Board, on a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

“VOTED: that, the Trustees of the Public Library of the City of Boston, hereby approve a contract for design services between the City of Boston, the Trustees of the Public Library of the City of Boston, and Shepley, Bulfinch, Richardson and Abbott, Inc. in connection with restoration and renovation of the McKim Building in the Back Bay district of the City of Boston, Massachusetts, in the amount of one million, eight hundred thirty thousand dollars (\$1,830,000).”

Mr. Taylor provided background information on a proposal to restore funds that were previously authorized for renovations to the Johnson Building. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

“VOTED: to rescind the vote held on January 19, 1999 authorizing the use of the following amounts from the Trustees' Endowment Fund for renovations to the Johnson Building: Caleb Davis Bradlee Fund; \$60,000.00, Helen O. Storrow Fund; \$190,000.00.

Through the efforts of the Board Chairman and the Library President, Mr. Taylor reported that the Boston Public Library has received a \$500,000 grant over three years from the Carnegie Corporation of New York.

The Carnegie grant will support the comprehensive expansion of literacy services provided by the Library throughout its branch system and the creation of Neighborhood History Centers in seven branch libraries, including Brighton, Charlestown, Grove Hall, Jamaica Plain, North End, South Boston and South End Branch Libraries.

With regard to a second gift, Mr. Taylor reported that the Paul and Phyllis Fireman Foundation has awarded the BPL \$300,000 in support of capital and programmatic improvements at the Codman Square Branch. The President noted that the generous gift would provide funding for major site work at the branch including, improvements to the parking lot and grounds, removal of a retaining wall, installation of a handicap ramp, and new lighting and security measures.

Then, on a motion duly made and seconded to authorize the acceptance and use of both gifts, and on the recommendation of the Trustees' Finance Committee, it was

“VOTED: to authorize the acceptance and use of \$500,000.00 from the Carnegie Corporation of New York to support the

comprehensive expansion of Literacy Services provided by the Library throughout its branch system and the creation of Neighborhood History Centers in seven branch libraries."

"VOTED: to authorize the acceptance and use of \$300,000.00 from the Paul and Phyllis Fireman Foundation in support of Capital and Programmatic Improvements at the Codman Square Branch of the City of Boston Public Library."

Mr. Taylor provided background information on a proposal to increase the audit fees due to an increased scope of audit work by Creelman & Smith, P.C. On a related topic, the Board Chairman suggested improvements to the way the financials are presented to reflect the City's financial contribution of \$22 million to the Boston Public Library in the financial reports.

Then, on a motion duly made and seconded, on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that Creelman & Smith, P.C., 330 Congress Street, Boston, Massachusetts 02210, due to an increased scope of audit work, receive an audit fee increase, for Fiscal Year 1999, in an amount not to exceed \$15,000.00 and that the aggregate Fiscal Year 1999 audit fee not exceed \$75,000.00."

The Chairman said that he had requested the President, for the Board's review, to develop a packet on the proposed revised Policy on the Use of Public Rooms and Spaces at the Boston Public Library, including samples of fee schedules at comparable institutions.

The Chairman noted that the principal revision of this proposed Room Use Policy is to reflect the concept that, generally, subject to Trustees' review, approval would be granted to those organizations and institutions which have shown a significant involvement or interest in the Library in the past, or would demonstrate a significant involvement in the future, either through a financial commitment or *pro bono* service to benefit the Library.

While this proposed policy would not commit the Board to approve any room use request, the Chairman said it would permit the Library management to respond appropriately to an organization requesting use of its spaces based on its past and future involvement and commitment to the Boston Public Library. In addition, the Chairman reiterated that the proposed policy also reflects the Board's desire that these functions should not interfere with the regular use and operations of the Library.

The Chairman said that the packet contains all of the proposed Room Use Policy revisions the Board has reviewed in the past, including draft policy statements concerning

both non-profit and profit organizations, and room rental programs and fee schedules from other major libraries and cultural organizations.

The Chairman asked that the Board examine the enclosures on the proposed revised draft Policy on Room Use at the BPL for further review and consideration at the next Trustees' Meeting scheduled for January 25, 2000.

To further this end, the Vice Chair said that it would be helpful in guiding the Board towards the development of a Room Use Policy if the President would make some suggestions regarding a room rental fee schedule based on national practices and in light of the current Boston market.

The President said that he would prepare a recommended room use fee schedule for the Board's consideration at the next Trustees' Meeting that would be based on how an event is configured, including what spaces would be used vs. the number of hours of use of space.

On a related topic, Mrs. Gaines noted that the Boston Athenaeum has been using space at the BPL for special programs during their building renovation project and suggested that the Library could examine how their added programs might be impacting the operations of the Library.

The President noted that the Library staff and the Foundation representatives are preparing an assessment of the issues relating to the two very successful experimental room use programs that were approved by the Board and recently held at the Library, with a view to identifying what accommodations might be made to further improve upon the room use program while minimizing the impact on Library operations.

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, reported that the Capital Projects Committee met this morning and that the **McKim Restoration project, Phase IIB** (Courtyard/McKim Roof) has commenced.

In preparation for embarking on the Courtyard restoration, the Chairman also reported that the four Japanese maple trees were successfully moved to the Mt. Auburn Cemetery in Cambridge, MA and located within the Asa Gray Garden near the entrance to the cemetery.

The Chairman reported that the Committee also reviewed the plans for the next phase of the **McKim Restoration project, Phase IIC** including the project scope, schedule, timetable, and potential revenue sources. The Committee also reviewed the proposed award of contract with the architectural firm of **Shepley, Bulfinch, Richardson and Abbott, Inc.** for design services for Phase IIC as recommended by the Trustees' Finance Committee and approved earlier today by the full Board.

With respect to Phase IIC finances, the Chairman reported that the Committee reviewed the budgeting requirements including: a target construction budget of \$13.5

million (excluding artwork restoration, technology and furniture expenses), design costs estimated at \$1.8 million, with a total project budget of \$18.5 million, of which \$15 million would be financed by the State with a requirement of \$5 million to be matched by private funds. To date, \$2.5 million has been raised to qualify for the match.

With respect to the revised timetable for Phase IIC, the Chairman said that the project is anticipated to commence in December 2000 while the best estimate for completion is slated for July 2003. In addition, the schedule for the restoration of the **Sargent Gallery** would be developed in tandem with the design process timetable for Phase IIC. Through the efforts of the Foundation, the Library has secured \$1 million that is earmarked for the **Sargent Gallery** restoration project.

The Committee also received an update on the progress of two ongoing capital projects in the **Johnson Building**, including the concerns that are being addressed with the carpet installation project, and the completion of the first phase of the renovations to the public restrooms and near completion of the second phase.

With regard to two ongoing branch capital projects, the Chairman reported first on the progress achieved thus far toward the construction of a new **Allston Branch Library**. The Chairman noted that the bids for the project came in much higher than the estimate but efforts are underway to bridge the funding gap. Secondly, a grand opening celebration of the new addition to the **Hyde Park Branch Library** and renovation of the original branch library building has been scheduled for January 22, 2000.

On a related topic, the President distributed copies of **John Singer Sargent's Triumph of Religion Murals at the Boston Public Library, Volume 1: Conservation Assessment Report**, which was prepared for the Boston Public Library by the Straus Center for Conservation and issued on November 15, 1999. The President noted that this is a preliminary report on the restoration work required for **Sargent Gallery** space representing part one of a three-part report that will be forthcoming.

Mr. William O. Taylor, Chairman of the Trustees' Collections Committee, said that there is nothing concrete to report regarding the acquisition of a site for the development of the **Boston Heritage Center** project, which would address the Library's long-term storage, preservation and archival needs. However, the Chairman said that the Committee hopefully would have something of a more specific nature to report at the Trustees' Meeting in January 2000.

President Bernard A. Margolis, in his report to the Trustees, provided an overview of several ongoing additional capital projects including looking at all of the branch libraries from the standpoint of their technology wiring needs.

The President said it is likely that there would be monies available from the next phase of the Universal Service Fund (USF) to support an effort to upgrade all of the branch technology wiring, which would also require a parallel effort to upgrade the electrical service throughout the branches. Since the latter effort would not be covered

by the USF, the President said discussions are ongoing with the Department of Neighborhood Development to develop a master plan around branch technology upgrades and improvements.

The President noted that the Trustees' Collection Committee has been looking seriously at a potential site for the development of the **Boston Heritage Center** project and complimented Committee Chairman William O. Taylor for his perseverance in working toward a resolution around addressing the Library's critical long-term storage needs.

Meanwhile, with appreciation for the efforts of Ms. Hennessey and Mr. Hudak, the President reported that the City of Boston has awarded the Library an emergency grant of \$25,000, which is earmarked to make emergency repairs to the Charlestown Service Building that has recently experienced major building-related problems.

On the human resources front, the President reported that the Library's union contract negotiations have commenced. In addition, interviewing has been completed for the Chief Financial Officer (CFO) position, in which an offer has been made to a candidate that has been accepted.

Also, Ms. Veronica Rock has left her position at the BPL as Human Resources Manager for a position at the Public Health Commission. Meanwhile, under Ms. Ruth Kowal's guidance, the Library will be undertaking a program audit of the human resources function, in collaboration with Mr. Stephen McGoldrick, who is a consultant from the Metropolitan Planning Council and a candidate for the Human Resources Manager's position during the last search.

Under the guidance of Ms. Katherine Dibble, the branch librarians are reviewing the schedules for the branches in which it may very well be possible to expand branch library hours of service, particularly increasing Saturday hours, without additional personnel resources.

Further, the President said an effort would be made to create the schedule of branch hours of service, in which where there is more than one branch in the neighborhood, the schedules of service hours would overlap rather than be identical and therefore provide the public with options to expand their ability to use the Library. This effort is being undertaken in light of the pattern of branch usage, community demographics, as well as some of the focus group input the Library has collected.

In the books and collections area, the President reported that the Library has had enormously wonderful success with the **Mapping Boston** exhibit, which features the special display of maps from the **Norman B. Leventhal Collection** exploring the life and history of a city through its maps, coinciding with the publication debut of **Mapping Boston**, edited by Alex Krieger and David Cobb.

The President distributed posters related to **Mapping Boston** and noted that over 25,000 people visited the exhibition in the first month. In light of this outstanding success, the Library is discussing the possibility of extending the stay of the exhibit beyond the middle of January 2000 to accommodate the numbers of people that have been visiting the Library.

The President reported that he was very pleased to announce that the BPL will be receiving the collection of **Cleveland Amory**, a well-known author who passed away earlier this year.

The collection contains over 1,200 monographs, a library of over 500 books on cats, many publications on animals, animal rights and the environment, as well as Mr. Amory's working files, correspondence with literary, political and social personalities, photographs, memorabilia and artwork, including an oil painting by **Katharine Hepburn**. The gift also includes a grant of \$6,000 to help process the material into the BPL collection.

Also, thanks to Mayor Thomas M. Menino, after the Millennium 2000 celebrations, the Library will be receiving for permanent display a solid sterling silver lantern, which is modeled after the famous **Paul Revere** lantern and is a Millennium gift to the City of Boston from Towle Silversmiths and related Companies of East Boston. The Library will also be receiving an endowment to fund any upkeep required of the gift.

In the collaboration area, the BPL Systems Officer has been working on an exciting program with the Boston Public Schools that recently launched **Tech BOSTON**, which is a program to teach high school students computer related skills ranging from software development to equipment hardware maintenance.

In the development area, the President was pleased to report that Boston Public Library Foundation Board member Lawrence DiCara, Esquire, is heading a Foundation Committee that is looking at BPL Branch Library initiatives. Also, the FY 2000 State budget was recently signed by the Governor and included a total state-wide increase of State-aid of \$3 million for libraries, which translates into an increase of \$250,000 of additional State-aid support for the Boston Public Library.

On the technology front, the President reported that the Library is anticipating all of the telephone approvals this week in preparation for the installation of a new telephone system that is expected to begin very soon.

In addition, the President reported the Materials Security Committee has completed a Request For Proposal (RFP) in preparation for proceeding with the implementation of acquiring a materials security system for the BPL.

In addition, the Library is in the midst of the implementation of and conversion to the PeopleSoft Human Resources Management Information system, which is a City program that is changing the payroll system and human resources accounting practices.

While the conversion process has not been without problems, the President said that the Library has been committing an enormous amount of staff time and support to this team activity that will enhance the Library's fiscal and personnel management information systems.

The President shared with the Board copies of the *Boston Public Library, Strategic Statements 1999* which reflected the Board's priorities and ranking of the strategic statements that were developed by the Library's Change Team after extensive Community Focus Group input, staff input, and lengthy Change Team discussions.

The Strategic Statements are intended to provide the basis for the Library's future strategic planning efforts and capture immediate and longer-term directions for the Library. The statements form the basis upon which a Strategic Plan can be built to formulate a more comprehensive Strategic Plan.

The President reviewed the input and responses of the five Trustees who responded to the *Boston Public Library Strategic Statements 1999* survey which reflected the very different reviews that each Trustee made of the strategic statements coupled with the identification of eight areas in which there appears to be the most consistent ranking.

The Trustees and President reviewed and discussed the top priorities that were articulated by the Board but not in any ranked order. Some Trustees felt that a number of the strategic statements should be merged together since they seem to be interrelated while others expressed that some of the statements were a given and should be done regardless of whether they are on any kind of strategic list.

The Board and President further discussed in detail the top eight strategic statements that were ranked by the Trustees as follows: to provide safe and clean libraries; to provide high quality reference and research services; to provide high quality library services to children and young adults; to be a center for lifelong learning; to forge and strengthen collaborations with schools and other organizations; to emphasize preservation; to provide comprehensive library services to Boston's neighborhoods; and to maintain and develop in-depth research services and to improve widespread access to these services.

Mrs. Gaines commended the staff for the tremendous amount of work that they did in the development of the *Strategic Statements 1999* document noting that the statements are all very important. Ms. Seigle requested and the Board concurred that the statement to provide access to current information technology be included among the final top list of strategic statements. Mr. Taylor requested that the statements be grouped into categorical headings that would allow narrowing them down in to a more manageable number.

Following further discussion, the Chairman requested that the President re-issue to the Trustees the top list of *Boston Public Library Strategic Statements 1999* reflecting the Board's priorities and rankings for their input and final review, which would enable

the Library to begin developing implementation strategies and focusing the available resources to bring them to fruition.

Mr. William Coughlin, President of the Boston Public Library Foundation, reported that it is the primary goal of the Foundation to work in concert with the Trustees to raise \$5 million by next year to match the \$15 million in State funding, which is earmarked for the McKim Restoration project and needed by Summer 2001. To date, \$2.6 million has been raised.

In order to reach the next level, Mr. Coughlin said that the Foundation is focused on several major areas which includes two proposals that would be presented formally in the first quarter of next year, one of which is at a seven-figure level and the second is at a high six-figure level. If either proposal is successful, Mr. Coughlin noted that it would give an enormous jump-start to the fundraising campaign.

The BPL Foundation is planning a Gala in late May 2000 and has secured one sponsor at \$225,000 and anticipates a second sponsor at \$100,000. Noted biographer and former BPL Trustee Doris Kearns Goodwin is scheduled to be the keynote speaker at the Gala in which a substantial portion of the proceeds would be earmarked for the remaining \$2.4 million match for the McKim Restoration project.

The Foundation also plans to rollout a grass-roots campaign next year, which would be tailored to both groups and individuals and would include a public relations component in collaboration with the BPL. In addition, there are Foundations in the Boston area, which fund historic restoration and development that would be explored to help reach the campaign goal.

Lastly, Mr. Coughlin noted that the fundraising effort would include a corporate entity to determine if there are any cross-marketing opportunities associated with Phase IIC of the McKim project coupled with discussions at the Government level in Washington, D.C. to explore potential revenue sources that could be applied to the match.

On the programming side, Mr. Coughlin expressed appreciation to the Board for accepting the Carnegie Corporation of New York grant and reported that the Foundation recently submitted a major grant proposal to the Hearst Foundation, in which the proceeds would be earmarked for programming needs in the BPL branch libraries.

In addition, thanks to the leadership efforts of Trustees Donna DePrisco and Pamela Seigle, the Margret Rey Foundation gift will enable the ongoing development of an exciting programmatic link between the Boston Public Library, Museum of Fine Arts and the Foundation.

Ms. Vivian Spiro, Chair, Associates of the Boston Public Library, said that when the Associates was founded in 1972, its original mission was to raise the visibility of the Boston Public Library. The Associates recently, however, expanded its mission to include fundraising at the grass-roots level and delighted in presenting President Margolis

with a check to the Trustees of the Boston Public Library for \$20,000 at its Annual Meeting last week along with a gift of a maquette of Bacchante.

In addition, the Associates began to enhance programmatic efforts beyond the annual *Literary Lights*, including a recent program handing out the *Annual Book Awards of 1899* coupled with an upcoming program on December 9, 1999 entitled *Word Image* that celebrates the collaboration between writers and artists. Meanwhile, the Associates hope to use these special events and programs as a conduit to begin to develop a "Friends" of a particular area or department of the Boston Public Library.

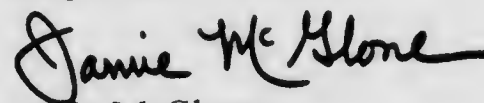
Following a round of applause for Ms. Spiro, the President shared a special thanks to Vivian and Lionel Spiro noting that they personally made possible the gift of the Bacchante sculpture to the Boston Public Library. Building on the reference to 1899, the President noted that this is the last Trustees' Meeting of the 21st Century and shared with the Board the Minutes of the last meeting of the last Century, which was held on December 22, 1899.

In other business, the Chairman noted that under the Trustees' Employment Agreement with the President the provisions of the contract provide for a performance review of the Library President during the third year of this agreement.

To this end, the Chairman said that the Board plans an open process that would include input from all the Library's constituents, including the Library managers and staff, City representatives, the Foundation, the Associates and other organizations that relate to the Library. The ultimate performance review, as a personnel matter, would be held in Executive Session.

The Chairman reported that this process will be commencing soon and he has asked William O. Taylor, who was Chairman of the Board when the President was hired, and Pamela Seigle who was Chair of the President's Search Committee, to work with him as a Sub-Committee charged with overseeing the performance review of the President. There being no further business, the meeting of the Corporation adjourned at 4:42 p.m.

Respectfully submitted,



Jamie McGlone
Clerk

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
January 25, 2000

A Regular Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Angelo Scaccia, Pamela Seigle and William O. Taylor.

Also present were Alice Hennessey, Special Assistant to Mayor Thomas M. Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; Pamela Coravos, Esquire, Hale and Dorr; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of November 17, 1999. On a motion duly made and seconded, the Minutes for the Regular Meeting of November 17, 1999 were approved.

The Chairman reported that President Margolis had emergency surgery Friday evening on his leg, and after speaking with him at length yesterday, he advised him to follow the doctor's orders to stay home. The Chairman had asked Ms. Ruth Kowal, Director of Operations, to assist with the presentation of agenda items on the order of business.

The Chairman welcomed and introduced State Representative Angelo M. Scaccia of Hyde Park, who was appointed to the Boston Public Library's Board of Trustees by Mayor Thomas M. Menino on Saturday, January 22, 2000, at a ribbon-cutting celebration to open the newly renovated Hyde Park Branch Library and completion of a state-of-the-art wing that doubles the size of the original building.

The Chairman also welcomed and introduced Ms. Kathleen Kirleis, who was recently appointed Chief Financial Officer for the Boston Public Library, and who will assume the position the first week of February 2000. Ms. Kirleis said that she is very excited to join the staff of the Boston Public Library and is a Certified Public Accountant and a Lawyer by training with previous experience in public accounting.

Ms. Kowal provided background information on the proposed establishment of two funds to be used to support preservation efforts at the Boston Public Library: **the Lucy Fields' Endowment for Preservation; and the Dorothy Abbe Fund for Preservation.** The Trustees' Finance Committee had reviewed and recommended to the

full Board of Trustees the establishment of both funds. Then, on a motion duly made and seconded, on the recommendation of the Trustees' Finance Committee, it was

“VOTED: there be and hereby is established the Lucy Fields' Endowment for Preservation, and that all assets of said fund be invested through the General Investment Account, the income (as defined in the Statement of Policy adopted by the Board on June 22, 1998) to be used to provide support for the preservation and care and maintenance of books, works of art, and other media in the collections of the Fine Arts and Print Departments of the Boston Public Library. The fund may also be used for the purchase of books, supplies, materials, technology as well as costs related to staffing and training which will enrich the experience of patrons using the facilities and services of the Boston Public Library. In no year shall more than seven percent (7%) of the Endowment Fund be used for its designated purpose. Any funds not spent in a given year may be carried over for expenditure in the future. These restrictions may be modified or eliminated despite further contributions to this fund or reliance by any outside party on this vote.”

and further,

“VOTED: there be and hereby is established the Dorothy Abbe Fund for Preservation, and that all assets of said fund be invested through the General Investment Account, the income (as defined in the Statement of Policy adopted by the Board on June 22, 1998) to be used to support preservation efforts of the Library. These preservation efforts should include the widest range of activities, from microfilming, to scanning, to cataloging, to other physical preservation activities. In no year shall more than seven percent (7%) of the Endowment Fund be used for its designated purpose. Any funds not spent in a given year may be carried over for expenditure in the future. These restrictions may be modified or eliminated despite further contributions to this fund or reliance by any outside party on this vote.”

Ms. Kowal provided background information on the donation to the Boston Public Library of a sculpture by Marianna Pineda titled *Nile Valley* as a gift from her husband noted Boston sculpturist Harold Tovish. On a motion duly made and seconded, it was

“VOTED: to accept with gratitude the donation of an exquisite sculpture by Marianna Pineda titled *Nile Valley I* as a gift from her

husband Harold Tovish to the Boston Public Library. The Library agrees to make every reasonable effort to display the piece of sculpture in an appropriate place to be determined by the Library for the continuing enjoyment of the public."

The Chairman reviewed the five (5) primary 2001 capital project requests for addition to the City of Boston's Capital Plan as outlined in a memorandum submitted to the Board from President Margolis on January 6, 2000. These requests are intended to focus resources where most critically needed and to begin addressing key strategic statements. The Trustees' Finance Committee had reviewed and recommended to the full Board of Trustees approval of the five (5) 2001 capital project requests.

Ms. Kowal noted that the President also sent to the Board an overview of all of the outstanding capital projects in the current 5-year plan that were listed as "authorizations", followed by a review of expenditures related to each project. In a review of the compilation of the capital budget requests, the total of all authorized capital projects is over \$69 million with the current McKim Restoration project representing over \$38 million of the total.

Ms. Kowal further reviewed in detail the proposed five (5) primary 2001 capital project requests for addition to the City's Capital Plan as follows: **Creation of a critical repair fund (\$750,000)** that would be used for critical repairs to roofs, windows, doors, heating, ventilating and air conditioning equipment throughout the Library system; **Comprehensive access compliance initiatives (estimated at \$2 million)** that would address facility upgrades in order to meet Americans with Disability Act compliance; **Creation of the Boston Heritage Center (\$29 million) to be offset in part with resources generated from the disposal of Norwood, Charlestown Service Building, and donations from Harvard** that is intended to address the critical care needs of the Library's valuable collections of rare and historic materials now housed in inadequate and inaccessible facilities.

In addition, **Facilities Wiring (\$1 million) to be offset in part with funds received through the Federal Communications Commission Universal Service Fund Program)** that would enable the Library to upgrade existing wiring and provide for additional wiring to support technology improvements throughout the Library system; and additional funding for **a New Allston Branch Library (\$1,375,000)** which has received approval to begin construction although the project does not now include necessary funding for furnishings, technology, books, and materials required for the completion of the branch library.

Following discussion among the Board, on a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: to approve the five (5) primary Capital Project Requests for the Boston Public Library for submission to the City of Boston's 2001 Capital Plan".

Mr. William O. Taylor, Chairman of the Trustees' Finance Committee, reported that the General Purpose Financial Statements for FY 1999 had been shared with the full Board and have been recommended by the Trustees' Finance Committee for approval. Then, on a motion duly made and seconded, on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that the General Purpose Financial Statements of the Trustees of the Public Library of the City of Boston (the Library) for the year ended June 30, 1999 be accepted as submitted by Creelman and Smith, P.C."

The Chairman reported that a Trustees' Finance Committee meeting would be held immediately following today's Trustees' Meeting. The Chairman then updated the Board on the progress being made in a review of the Boston Public Library's Trustees' Trust Funds, with the *pro bono* assistance of attorneys from Hale and Dorr, in an effort to achieving greater financial flexibility regarding the use of the Trust Funds.

The Chairman recalled that at the last Trustees' Retreat in June 1999, the Board proposed the establishment of Executive Limitation Policies as a way of enhancing the Board's working relationship with the Library President. In light of the President's absence, the Chairman requested postponing action on the adoption of the draft Executive Limitation Policies until the next Board meeting.

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, reported that a Capital Projects Committee meeting was held the morning of the last Trustees' meeting in which the Committee reviewed in detail the status of the **McKim Restoration project, Phase IIB** (Courtyard/McKim Roof) noting that the project had recently commenced and is now progressing forward.

The Chairman reported that the Committee had also reviewed the plans for the next phase of the **McKim Restoration project, Phase IIC** including the project scope, schedule, timetable, budget and potential revenue sources, which also is progressing forward and on track.

With respect to **McKim Phase IIB**, Ms. Hester reported that in preparation for embarking on the Courtyard restoration, the four Japanese maple trees were successfully relocated to the Mt. Auburn Cemetery in Cambridge, MA and located within the Asa Gray Garden near the entrance to the cemetery.

Meanwhile, Ms. Hester said that work on the McKim Courtyard is proceeding on schedule. The contractor for the project, **W. T. Rich Company**, has been working quite diligently with a very aggressive schedule, which is slated for completion by late summer 2000.

With regard to the project budget, Ms. Hester noted that while there are enough funds for the project to continue going forward, the bids came in much higher than anticipated, resulting in a contingency fund of only 5%. Ms. Hester recommended seeking additional funds to achieve a 15% contingency fund that is desirable for a project this size coupled with the McKim building's designation as a historic property.

Ms. Hester reported that planning efforts for **McKim Phase IIC** have commenced noting that the architects from **Shepley, Bulfinch, Richardson and Abbott, Inc.** have begun design work in which the plan is to continue to work on the restoration of the interior of the McKim building on spaces located between the first and top floors. The architects anticipate submitting the design plans by the end of February 2000, which would be followed by an opportunity for the Library staff to review and provide their input.

Meanwhile, Ms. Hester reported that some advanced conservation survey work has been conducted on the **Edward Austin Abbey Room** by the same conservators from the **Straus Center for Conservation at Harvard University** who did the conservation survey report on the **Sargent Gallery**.

The cursory conservation survey review shows that the **Abbey Room** mural panels appear to be in good and stable condition and have suffered less damage by previous conservation work than originally thought. In the mean time, a potential donor would be sought to provide funding for the restoration of the **Abbey Room** estimated at \$1,450,000.

Mr. William O. Taylor, Chairman of the Trustees' Collections Committee, reported that the Committee is exploring policies and procedures around the acquisition and acceptance of collections and artwork for the Boston Public Library. The Committee also continues to make progress toward the acquisition of a site for the development of the **Boston Heritage Center** project, which would address the Library's long-term storage, preservation, and archival needs.

Ms. Pamela Seigle, Chair of the Trustees' Education Committee, reported that the Committee had a wonderful meeting several weeks ago in which there was very good representation from both the Boston Public Schools and the Boston Public Library. The Committee was also joined by Ms. Elia Marnik, Chairwoman, **Massachusetts Board of Library Commissioners** and Ms. Ann Coles, Senior Vice President, **Higher Education Information Center** and Director of the **Boston Higher Education Partnership**.

Ms. Seigle reported that the over-arching goal of the Education Committee is to establish a **Cooperation Agreement** between the Boston Public Library and the Boston Public Schools by the end of this school year. The **Cooperation Agreement** would be between the Trustees of the BPL and the School Committee of the BPS and would outline specific action steps to foster meaningful collaborations between the Library, Schools, and among other cultural and educational institutions for the education and enhancement of services for the children of Boston.

In addition, Ms. Seigle reported that Mss. Karen Duff and Christine Peterson have established a taskforce that plans to conduct a general survey of all the schools annually each Fall to examine school outreach activities by the Library. The survey would focus on school visits by the Children's librarians in the branches to further develop and enhance the effectiveness of school visits and other outreach relationships with the Schools.

Ms. Seigle reported on an innovative outreach initiative being developed by Ms. Duff titled the **Boston Public Library Online Tutoring Project**, which grew out of the current **Homework Assistance Program**, matching Boston-area middle school and high school students with Boston-area University tutors *online* and in *real-time* for the development of mathematics skills. In a description of the "virtual classroom", students would visit the branch library, log on to the computer, and connect and communicate with their online tutors.

Along another collaborative front, Ms. Seigle reported that the Associates and the BPL Foundation are currently working together on both programming efforts and sharing resources on behalf of the Boston Public Library. Of particular note, the Foundation will be sponsoring a grant writing workshop for BPL librarians later this month, in collaboration with representatives from the Associated Grantmakers of Massachusetts, which will include a presentation on grant resources that are available online.

In addition, through the efforts of Communications Officer P.A. Carr, the BPL will be launching a public awareness outreach campaign that is intended to further re-introduce the Library to the community with a new logo, look and message underscoring all the wonderful services, educational opportunities and resources available to the public for free at the Boston Public Library.

With respect to reading promotional initiatives, Ms. Seigle reported that **ReadBoston** Director Margaret Williams has proposed several activities including: going on air with a Cable Television show for the early childhood sessions (**Reading Readiness Program**) that are being put on in the branch libraries; creating a training video for the **Reading Readiness Program**; and establishing lending libraries in over one hundred child care centers in Boston.

The Chairman commended the members and important work of the Trustees' Education Committee underscoring that the more the Boston Public Library is perceived to be an integral part of the educational system in the City of Boston the more likely it is the Library's budget request will be received favorably.

Ms. Ruth Kowal, in her report to the Trustees, provided an update on the operational activities and ongoing projects in the Library. Ms. Kowal recalled that President Margolis sent the Board an update on a number of important activities prior to the Board meeting and welcomed any questions on those items.

On the communications front, Ms. Kowal distributed copies of color calendars for the Year 2000 that were designed and reproduced by the Volunteers of the BPL Art and Architecture Tours Program depicting the murals by Edwin Austin Abbey titled **The Castle of the Maidens—Quest of the Holy Grail**.

Ms. Kowal also distributed copies of an editorial featured in **The Boston Globe** on January 21, 2000 entitled **Enlightenment in Boston** highlighting Mayor Menino's commitment to education and libraries demonstrated by the recent groundbreaking ceremony for a new Allston Branch Library and the celebration of the opening of a new wing and restoration of the original building at the Hyde Park Branch Library.

On the facilities front, Ms. Kowal reported that the elevators in the Johnson Building are being brought up to code in compliance with ADA requirements coupled with significant improvements in their responsiveness. In addition, the newly restored Microtext Department in the McKim Building opened for service to the public.

In the human resources area, and in response to an inquiry from Ms. Seigle, Ms. Kowal reported that the Human Resources Manager's position will be posted relatively soon noting that the Library just received the draft audit report on the Library's human resources needs from Mr. Stephen McGoldrick, who is a consultant from the Metropolitan Area Planning Council retained by the Library to conduct the audit.

Ms. Kowal referred to the memorandum President Margolis sent to the Board on January 4, 2000 regarding the Trustees' input on the **Boston Public Library, Strategic Statements 1999** reflecting the Board's priorities and ranking of the strategic statements that were developed by the Library's Change Team after extensive staff and community focus group input and lengthy Change Team discussions.

Ms. Kowal noted that the **Strategic Statements** are intended to provide the basis for the Library's future strategic planning efforts and capture immediate and longer-term directions for the Library. The statements form the basis upon which a Strategic Plan can be built to formulate a more comprehensive Strategic Plan.

As a result of the Board's input and prioritization, Ms. Kowal said that the President created a new draft list of nine **Strategic Statements**. The Board reviewed the revised list in an effort to reach some consensus to enable the staff to move forward in crafting the final **Strategic Statements**.

These statements included some of the other supporting statements that were recommended by the Board, including the provision of safe and clean buildings, staff development and training, and technological support for public service and staff. Ms. Kowal said that the next step would be to move forward engaging staff in the process of putting together a **Strategic Plan** for the Boston Public Library.

Following further discussion, the Board expressed that it would be desirable to have more information on how the **Strategic Statements** were developed and how they relate to the development of a **Strategic Plan** for the Boston Public Library in light of the challenges the Library would be facing in the 21st Century. At the request of the Board, the Chairman said that a portion of the next Trustees' Meeting would be allocated to a discussion and in depth review of the **Strategic Statements**.

Mr. Kenneth Black, Acting Chief Financial Officer, provided an update and review around the FY2001 City of Boston's Operating Budget request for the Boston Public Library. Mr. Black reported that a cross-functional budget team was established to develop the budget request, which included staff representatives from services, operations, and administration.

Mr. Black said that the general purpose behind this new budget process was two-fold: to increase the BPL staff's general understanding of the budget process; and to "manage" staff expectations concerning outcomes of the annual budget process.

To further these ends, Mr. Black developed graphics for the budget team that were distributed to the Board breaking down the FY2000 revenue and expenses as follows: the Library receives 73% of its funding from the City of Boston; while the remaining 27% is generated from other sources, including State Aid and Reimbursements, Trust Income, BPL Foundation contributions, and MBLN grants.

On the expenses side, Mr. Black reported that 69% of the operating budget is spent on salaries, 16% for contractual services, and the remaining 15% supports operating expenses, including books and related materials.

In addition, Mr. Black said that the budget process involved three desired outcomes: to prepare a draft budget for submission to the Trustees by the first week in February 2000; to engage a cross department team to assist the CFO in addressing key budgetary strategies including new/alternative initiatives; and to identify ways in which the internal BPL budget planning process could be improved upon in future years.

To date, Mr. Black reported that five budgetary meetings have been held, coupled with substantial interim research, necessary to generate the dollar value of cost savings and new/alternative initiatives by January 27, 2000. The Strategic Process Team plans to establish the budget initiatives/savings priorities on January 31, 2000, which will then be forwarded to the Trustees for their review, input and response by February 14, 2000, in order to be submitted to the City by February 25, 2000.

The Chairman commended Mr. Black on an excellent presentation noting that this was the first time in three years that the budget process was presented in such a fashion that the Board could fully understand the budgetary process and gain a clear sense of the budget timetable and related City submission schedules.

In light of the impending budgetary timetable, Mr. Taylor requested that the Clerk schedule a Trustees' Finance Committee Meeting for February 23, 2000 at 8:30 a.m. to review and approve the Library's FY2001 City of Boston's Operating Budget Request for submission to the Office of Budget Management on February 25, 2000.

Mr. Patrick Cafferty, Systems Officer, reported that the Boston Public Library received a grant from the **Bill & Melinda Gates Foundation** for \$339,250 as a direct result of a lot of hard work by BPL Staff members Mss. Mary Bender, Karen Duff, Cindy Phillips, Catherine Shier and himself. In addition, the **Bill & Melinda Gates Foundation** will also be providing hardware for a public training facility and training support for four BPL employees at their headquarters in Seattle, WA.

Mr. Cafferty said that this grant will provide for six additional public access computers in each branch, one network printer at each branch and at the Main Library that would enable the Library to double its capacity to provide internet and other electronic databases to the public. Slated to be in place by July 1, 2000, the BPL currently has 154 computers that the public can access the Library's catalog and the internet but this grant will provide for the acquisition of another 150 computers accessible to the public.

In addition, Mr. Cafferty noted that the Library plans to have a more formal announcement on the receipt of the grant once the final confirmation on the remaining parts of the grant have been received, including representation from the Trustees, Mayor's Office, Massachusetts Board of Library Commissioners and the **Bill & Melinda Gates Foundation**.

Mrs. Gaines asked if the Library would have to contribute any funds toward the implementation of this project. Mr. Cafferty replied that the grant covers the expenses for all of the 150 computers that will be going to the branch libraries but that the Library would have to provide financial support for maintaining the computers and any training associated with them. Meanwhile, the Library is exploring *pro bono* funding options for their wiring, installation and placement in appropriate work stations.

On a related topic, Ms. Hennessey said that Mr. Cafferty and the Systems Office staff did a fantastic job preparing the Hyde Park Branch Library technologically for the rededication and formal reopening ceremonies on Saturday, January 22, 2000.

The Chairman expressed the Board's sympathy on the untimely death of Mr. William Coughlin, President of the Boston Public Library Foundation. Since Foundation Vice President Grace Cotter Regan was unable to attend the meeting due to illness, the Chairman reported that the BPL Foundation is moving ahead on various fronts, including fundraising efforts to restore the Abbey Room, planning for a Spring Gala, and discussions on who would assume the position as President of the Foundation.

Ms. Vivian Spiro, Chairwoman of the Associates of the Boston Public Library, reported that the Associates held their first event of the new Millennium on Friday

evening, January 14, 2000 at the BPL titled *"Worlds in Collision: A Lively Examination of the State of Music as We Careen Around the Bend into the 21st Century"*.

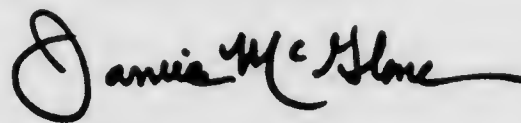
Ms. Spiro expressed appreciation to the Trustees and the Library staff for their enormous support of this special cultivation event, featuring John Harbison, Phil Wilson, Peter Wolf and Ed Siegel, which was held as a benefit for the Music Department in which funds were successfully raised to provide for the preservation of the Library's original manuscripts by Mozart, Schubert, and Shostakovich.

In other business, the Vice Chair said that the opening ceremonies of the Hyde Park Branch Library on Saturday, January 22, 2000 was a truly wonderful and spectacular event and noted, in particular, how impressive it was to see not only the beautiful restoration of the branch but also the hundreds of library users, Friends, and staff who worked collaboratively to bring the project successfully to fruition.

Mrs. Gaines noted also the contributions of Mr. John Thomson and Mr. Bob Smith who worked tirelessly for years toward the restoration and beautification of the Hyde Park Branch Library. Mrs. Gaines also raised a number of issues of interest for consideration in which the Chairman said that it would be helpful if Mrs. Gaines would meet with the Library President for their resolution.

There being no further business, the Board went into a recess of the Corporate Meeting at 9:40 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jamie McGlone", with a stylized flourish at the end.

Jamie McGlone
Clerk to the Trustees

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
March 14, 2000

A Regular Meeting of the Trustees of the Public Library as a Corporation was held at the Hyde Park Branch Library, Weld Hall, 35 Harvard Avenue, Hyde Park, MA at 3:00 p.m.

Present at the meeting were Trustees V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Eleanor Jensen and Jean Sheikh, Literacy Chair, City-Wide Friends of the BPL; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Karen Coppa, Esquire, Corporation Counsel, City of Boston; Kate Frazier, Bob Silagi, Bob Pye and Bruce Patterson, Arnold Communications; David Vieira, Chairman of the Hyde Park Centennial Committee; Robert and Nancy Hannan, President, Hyde Park Historical Society; Natalie Boches and Bob Smith, representatives of the Friends of Hyde Park Branch Library; members of the Library administration, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of January 25, 2000. On a motion duly made and seconded, the Minutes for the Regular Meeting of January 25, 2000 were approved.

The President provided background information on a proposed enabling vote for the signing of contracts and payrolls of the Library reflecting the recent change of titles and appointments of the Director of Operations and Director of Public Services. On a motion duly made and seconded, it was

"VOTED: that, any member of the Corporation or the President, the Chief Financial Officer, the Director of Operations, the Director of Public Services, or the Clerk of the Corporation be, and hereby is, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library."

The Chairman provided background information on a telephone poll conducted by the Clerk on 29 February 2000 concerning a request by the Boston Latin School Association for use of Library space for a reception in connection with the *"Mapping Boston"* exhibition. On a motion duly made and seconded, it was

“VOTED: to approve the request by Mr. Frederic C. Markey, Executive Director, The Boston Latin School Association for use of Library space on May 19, 2000 for a reception in connection with the “Mapping Boston” exhibit.”

Ms. Ruth Kowal, Director of Operations, provided a synopsis on a proposed Consent to Enter Property Agreement and License with Neil F. McGlaughlin who is the owner of two buildings that abut the parking lot at the Library’s Charlestown Service Building.

The City Law Department has reviewed the request and prepared a neighbor accommodation Consent Agreement for the Board’s consideration, which would permit the owner to have access to the rear of the two buildings via the Charlestown Service Buildings parking lot. Mrs. Gaines inquired about liability concerns that are waived by the owner in the Consent Agreement. On a motion duly made and seconded, it was

“VOTED: that, Boston Public Library President Bernard A. Margolis, is hereby authorized and empowered to make, enter into, sign, seal, and deliver, on behalf of the Trustees of the Public Library of the City of Boston a Consent to Enter Property Agreement and License with Neil F. McGlaughlin.”

Mr. William O. Taylor, Chairman of the Trustees’ Finance Committee, reported that the Finance Committee met last on February 23, 2000 in which it was decided to meet on April 4, 2000 with the Board’s two investment portfolio managers, The Boston Company Asset Management, Inc. and State Street Global Advisors, to review their progress against benchmark market achievements.

The Committee also had a review of the Library’s Fiscal Year 2001 budget projections and approved two budget submissions to the City of Boston’s Office of Budget Management. The first was a baseline format that isolated inflationary, contract and operational changes to all continuing activities carried forward from the previous fiscal year. The second format highlighted planned library initiatives that were prioritized for selection from a longer list of the Library’s needs.

Mr. Taylor reported that there also followed a review and discussion of the Auditor’s Fiscal Year 2000 Management Letter in which the Chief Financial Officer noted both the progress to-date and planned approaches to resolve deficiencies recited in the Management Letter.

The Committee meeting concluded with a discussion on the Tea Room Conversion project, which has been funded but is not yet in use because of flood contingencies. The Chairman noted that the President reviewed the progress within a screening process to identify and select an operator for the Tea Room in an effort to have it up and running this year pending kitchen renovations.

In response to a question from Mrs. Gaines, the President reported that he has interviewed a number of restaurant firms seeking proposals for operating a cafe in the Tea Room, including the Boston Restaurant Group, Restaurant Associates and the Fairbanks Group.

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, reported that the Trustees' Capital Projects Committee met this morning and gained an update on the status, schedule and finances of the **McKim Restoration Project, Phase IIB** (Courtyard/Roof) coupled with an insight on the project scope, timetable and anticipated financing of the **McKim Restoration Project, Phase IIC**.

The Chairman reported that **McKim Phase IIB** is currently proceeding on schedule and the funding is in place but the contractor for the project, **W. T. Rich Construction Company**, has raised a number of concerns about its ability to acquire quickly enough certain stone and brick materials specified for the Courtyard to meet the anticipated completion date of late July 2000.

Meanwhile, the representatives from the Department of Neighborhood Development have been resisting the contractors' attempt to delay the present completion date of 31 July 2000 for an additional two months while they explore comparable materials that would be readily accessible for the project and perhaps grant more time later on for the McKim Roof project.

With respect to **McKim Phase IIC**, the Chairman reported that Ms. Hester had provided an overview of the planning efforts including the project scope, scheduling, timing, financing and potential revenue sources that began in 1998 and is slated to be completed in 2003.

In addition, the architect's contract for design services with **Shepley, Bulfinch, Richardson and Abbott, Inc.** has been completed and was signed by the Board Chairman. The design review process has commenced and is estimated to run up to 63 weeks. This process not only looks at the technical side of the design solutions but also the programmatic operational solutions as well.

In other capital projects, the Chairman reported that the Johnson building carpeting has been formally rejected resulting in the necessity to pursue legal action against the carpet company by the Department of Neighborhood Development, who are serving as the project managers. The recommended resolution to the manufacturer is to tear the carpet out and install a new carpet that meets all of the specifications, including environmental and long-term durability concerns. In addition, the renovations to the Johnson building public restrooms (two sets) have been completed and are now open to the public.

On the branch libraries capital projects front, the Chairman reported that work is progressing toward the construction of a new **Allston Branch Library** coupled with a host of major capital initiatives ongoing at the **Codman Square, Grove Hall, Lower**

Mills and Mattapan Branch Libraries, including roofing repairs and window restoration. Further, a number of ADA compliance projects are progressing at the **Connolly, Faneuil, Kirstein and Parker Hill Branch Libraries**.

The Chairman reported that the Boston Public Library Foundation has requested office space in the Central Library, for both convenience and expense saving measures, noting that the Library currently provides space to a number of other affiliated organizations.

In light of the ongoing transition at the Foundation, the President said that the Library would welcome the opportunity for them to be closer, particularly to educate the new Director, Assistant Director and possibly a new grants writer about the Library's mission.

The President noted that while the Library views this request as an administrative issue, the Clerk researched past Board minutes for earlier precedents regarding the granting of office space for affiliate organizations but to no avail. However, the Associates and the City-Wide Friends Group both have office space in the Library and have had it for many years, which were granted on an administrative basis.

Mrs. Gaines said that she views this request as a two way sword; it could be very positive for the Library but the Board might also be giving the staff mixed messages if the Foundation unwittingly trotted on prerogatives that the Trustees have regarding their policy making role for the Library. The Vice Chair suggested reviewing the Agreement between the Trustees and the Foundation to clarify those relationships.

Following further discussion, the Board agreed to accommodate the Foundation's request for office space in the Central Library subject to a review of the Agreement with the Foundation. The President said that space is available in the newly renovated office areas in the McKim Building on the Third Floor. The Chairman then requested that the President write a letter to the Foundation granting them space in the Central Library subject to the operating needs of the Library.

Mr. William O. Taylor, Chairman of the Trustees' Collections Committee, reported that the Committee is currently investigating a piece of property located near the Boston Medical Center as a potential site for the development of the **Boston Heritage Center** project, which would address both the Boston Public Library's and the City's long-term storage, preservation and archival needs.

On a related topic, the President reported that Mr. Edward Collins, Chief Financial Officer for the City of Boston, has agreed to put \$1,500,000 in the Capital Budget for planning money targeted for the **Boston Heritage Center** project.

Ms. Pamela Seigle, Chair of the Trustees' Education Committee, reported that the Committee met on January 12, 2000 to move forward towards the Education Committee's over-arching goal, which is to establish by the end of this school year, a

Cooperation Agreement between the Boston Public Library and the Boston Public Schools.

The **Cooperation Agreement** would be between the Trustees of the BPL and the School Committee of the BPS and would outline specific action steps to foster meaningful collaborations between the Library, Schools, and among other cultural and educational institutions for the education and enhancement of services for the children of Boston.

Further, Ms. Seigle said that the efforts toward the establishment of a **Cooperation Agreement** would be taken with the understanding that it is an evolutionary work in progress, in light of the constraints of resources in both institutions, and also from the perspective of what the changing needs of the Boston Public Schools are and the role that the Boston Public Library might most effectively play.

To further these ends, Ms. Seigle reported that Mss. Karen Duff and Christine Peterson have established a taskforce to examine school outreach activities by the Library. The first task to be undertaken annually each Fall would be to conduct a general survey of all the schools that the Children's librarians visit in the neighborhoods in which they work. The survey would enable the taskforce members to examine the critical issues around school visiting in an effort to further develop and support outreach relationships with the schools.

Ms. Seigle also reported on an innovative outreach initiative being developed by Ms. Duff titled the **Boston Public Library Online Tutoring Project**, which grew out of the current **Homework Assistance Program**, matching Boston area-middle school and high school students with Boston-area University tutors *online* and in *real-time* for the development of mathematics skills.

Mrs. Gaines commended Vice Chair Pamela Seigle and the members of the Trustees' Education Committee for the wonderful work that the Committee is performing on behalf of the children of Boston.

President Bernard A. Margolis, in his report to the Trustees, first called upon Ms. Kathleen Kirleis, Chief Financial Officer, to review the Library's proposed FY2001 Operating Budget request to the City of Boston. Pursuant to the City's budgeting process, Ms. Kirleis reported that two budgets were submitted yesterday in a meeting with the City's Budget Department: a Baseline Budget Request totaling \$26,436,783; and a Budget Request with Initiatives totaling \$27,741,911.

The CFO reviewed the Library's proposed FY2001 Operating Budget Request with Initiatives that would provide funding for the following activities: Allston Branch Opening; New Periodical Center; Increased Branch Hours; Compliance/Planning Initiatives; Increased Access to the Internet; and Expanded Staff Training.

On the capital side, the CFO reported that the proposed FY2001 Capital Budget Request had been previously submitted to the City and the Library is presently awaiting a response from the Office of Budget Management.

Meanwhile, President Margolis and the CFO are scheduled to meet with the Mayor and representatives from the City's Budget Department about these budget submissions on March 24, 2000 in preparation for the Mayor's budget submittal to the Boston City Council targeted for April 8, 2000.

With respect to the proposed budget initiative to increase branch hours, the President shared with the Board communication from a citizen's movement underway to get an expansion of Library hours. A Dorchester resident has established a Web Page titled **OpenTheLibraries.Org** to call upon City and Library officials to expand operational hours at all of the branch libraries. The President noted that the Library's proposed budget request is responsive to the idea that branch hours need to be expanded.

On the strategic planning front, the President recalled that the Trustees had reviewed the strategic statements that were developed by the *Change Team* in response to the staff and public focus groups held last year. Based on this guidance from the Board, the **Strategic Process Team** has organized the statements into three *Principal Strategies* to guide the Boston Public Library 2000-2003.

To this end, the President said that a **Strategy Implementation Team**, consisting of twenty staff members from all parts of the Library, has been created to guide the development of detailed action plans to implement these *Principal Strategies*, to bring forward an action plan, to create recommendations of specific activities, and to follow up on these strategies. The timetable for the **Strategy Implementation Team** is very short; a preliminary report for review by the Trustees is expected to be completed by late May 2000.

The President called upon Ms. Katherine Dibble, Director of Public Services, to provide an update on the activities ongoing throughout the branch libraries but first shared with the Board publicity about the branches that appeared in the **Dorchester Reporter** on March 2, 2000 highlighting the kinds of activities taking place on a regular basis.

Ms. Dibble recalled that one of the strategic statements that came out of the Library's strategic planning effort and public focus groups held last year was the need for the Library to be a center point for neighborhood community interaction.

To further this end, Ms. Dibble then distributed to the Board a monthly statistical report on the various types and impressive numbers of programs held in the BPL branches which demonstrates that the branches are indeed centers for and facilitators of lifelong learning.

Ms. P.A. Carr, Communications and Community Affairs Officer, welcomed and introduced the representatives from Arnold Communications for a presentation on and overview of a Public Awareness Community Outreach Campaign being developed *pro bono* for the Boston Public Library.

The Arnold Communications representatives provided a review of the research conducted about the Library in preparation for the development of key strategies planned for the public campaign. Following interviews with Library staff and focus groups with consumers, including current, lapsed and non-users, the challenge to overcome is that residents don't see how the Library is relevant to their lives anymore. We also live in a community in which roughly half the people who live in Boston now did not live here ten years ago.

In addition, the researchers found that many Boston residents are not aware of all the Library has to offer and many assume it won't have what they are looking for coupled with the assumption that they will not be able to access things quickly and therefore they do not see why they would use the Library instead of the internet.

The researchers found also that while there are lots of outstanding programs ongoing throughout the Library system there is a critical need to inform the public about the Library's resources and services in a coordinated fashion that includes developing a new logo and look for the Boston Public Library.

To further these ends, the public awareness and community outreach campaign would attempt to introduce the BPL to new Bostonians and remind longtime residents of who we are and how we can serve them with a focus on making residents aware of all the Library has to offer them while showing how it is relevant to their lives.

In addition, the big idea behind the campaign is to convey to the public that the BPL is a vibrant community resource for learning, enrichment, and discovery that will be enhanced by motivating support points including: the Library is free to all; contains a wealth of educational and entertainment materials that can be used or checked out; has trained information professionals; and there is a Library located in every neighborhood.

Meanwhile, the creative team from Arnold Communications is finalizing the details of the public awareness campaign, including a new Library logo, which will be developed in a variety of languages and tailored to reach a multitude of mediums, including television, radio, newspapers, transit and billboards. Upon its completion, the team plans to make a presentation to the Trustees for their review and input prior to the public launching of the outreach campaign.

On the technology front, the President reported that implementation of the **Bill and Melinda Gates Foundation** grant is moving along very well, including the acquisition of 158 new computers, 27 new printers and accompanying workstation furniture, with the exception of the installation of the electric current to get them online.

On the legislative front, the President reported that the Massachusetts Board of Library Commissioners has issued its 2000 Legislative Agenda, which includes a request for an additional \$500,000 to provide support for the Boston Public Library as the statewide *Library of Last Recourse*.

In other business, the President received a request from a patron to put on the BPL's Website the notices and agendas of the Trustees' Meetings along with the Minutes of the Meetings after the Board's approval. The Library plans to proceed with this request which is fairly common practice now in public libraries.

The President welcomed the Board's participation in the American Library Association's Annual Conference scheduled to be held in Chicago from July 7-11, 2000 and offered to assist the Trustees with any of the conference arrangements.

The President reported that the Massachusetts Commission Against Discrimination recently issued a ruling in response to a complaint from a BPL employee. The suit was filed in 1993 and its focus was on a Library practice granting administrative leave to Jewish employees for the Jewish Holidays but not granting administrative leave to other employees of other faiths for their specific Holidays. The Library changed that practice in 1995 and MCAD found that the practice the Library moved to in 1995 is an appropriate practice.

On the collections front, the President reported that the Library has begun a major review of the Charlestown Service Building to prepare for the time in which it will be necessary to move from that space, including a thorough assessment of the collections and holdings.

On the programmatic front, the President reported on a host of exciting programs ongoing in the Children's and Youth Services area. In collaboration with the Real Time Learning Company, the **Online Tutoring** project is progressing very well and noted that the BPL Foundation recently secured a \$10,000 grant from Oracle Corporation in support of this project. The **Reading Readiness** program is in full bloom and the Library is about to begin work on a new training video as part of this program, which prepares young children to read and involves their family in that process.

In addition, the President reported that the BPL is working toward significantly expanding the **Summer Reading** program noting that in 1998 more children participated in Summer reading programs in America than participated in all forms of Little League baseball.

On the fundraising front, the President announced that Ms. Marie Pettibone would assume the position of Executive Director of the Boston Public Library Foundation in early May 2000. Ms. Pettibone comes to Boston from a position on the Development Staff at the Boys and Girls Club of Chicago and previously had served on the Development Staff of the Boston Symphony Orchestra.

In addition, the President was pleased to announce that 85% of the tables have been sold for the BPL Foundation Gala, which will be held on May 12, 2000, and include a new event called the Young Professionals' Gala that will be held in the Library after the Gala.

Ms. Vivian K. Spiro, Chairwoman of the Associates of the Boston Public Library, indicated how thrilled she is to see so many different people and organizations working together in support of the Library and all moving in the same direction. Ms. Spiro welcomed everyone to join the Associates of the Boston Public Library at the **Twelfth Literary Lights Dinner** with a talk by **Robert B. Reich** at the Boston Park Plaza Hotel on April 16, 2000 in which the proceeds from this event will provide funds for the preservation of the Special Collections of the Boston Public Library.

Ms. Barbara Wicker, Branch Librarian, expressed appreciation to the Library Trustees, Staff and Friends of the Hyde Park Branch Library for their participation in the ribbon cutting ceremony and special day of programs celebrating the new addition and renovations to the branch's original 100-year old building on January 22, 2000. As part of the celebration, National Book Award Winner **Gerald Stern**, read a poem written to honor libraries.

Ms. Wicker noted that the new addition and renovations to the Hyde Park Branch include an expanded Children's Room, meeting space and computerized study areas, which reflect the Library's mission to be a center for and facilitator of lifelong learning and as a center point for neighborhood community interaction. The successful blending of the old addition with the new was critiqued in an article shared with the Board entitled "**Library Addition a Graceful Complement**" by David Eisen that was published in the **Boston Herald** on February 6, 2000.

The Chairman expressed appreciation to Ms. Wicker, Staff and Friends of the Hyde Park Branch for hosting the Trustees' Meeting and for their warm hospitality. There being no further business, the Board voted to go into a recess of the Corporate Meeting at 4:35 p.m.

_____ Clerk

Please read, initial below
and return to the Clerk

_____ Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Annual Meeting
Corporation

In Board of Trustees
Tuesday, May 23, 2000

The Annual Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 8:00 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; John J. Cullinane, Chairman and President, and Marie B. Pettibone, Executive Director, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Jean Sheikh, Literacy Chair, City-Wide Friends of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Joseph J. Dabek, Director, Consulting Partner, Boston Management Consortium; members of the Library administration and Strategic Implementation Team, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first three items on the order of business related to the election of officers for the year 2000 – 2001. Mr. William O. Taylor, Chairman of the Trustees' Nominating Committee, nominated Mr. Joseph E. Mullaney for Chairman. Ms. Seigle seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Joseph E. Mullaney was nominated for Chairman. Subsequent to a viva voce vote, Mr. Mullaney was declared elected Chairman.

Ms. Pamela Seigle was nominated for Vice Chair by Mr. Deare. Mr. Mullaney seconded the nomination. Then, on a motion duly made and seconded, with no other nomination, Pamela Seigle was nominated for Vice Chair. Subsequent to a viva voce vote, Ms. Seigle was elected Vice Chair.

Mr. Jamie McGlone was nominated for Clerk of the Corporation by Mr. Taylor and seconded by Mr. Deare. Then, on a motion duly made and seconded, with no other nomination, Jamie McGlone was nominated for Clerk of the Corporation. Subsequent to a viva voce vote, Mr. McGlone was declared elected Clerk of the Corporation.

The Chairman proposed that items four through nine on the order of business be voted on as a block relating to enabling votes for the signing of payrolls, signing of contracts, for the acceptance of gifts and the distribution of income, and the authorization for the expenditure of Trust Funds.

Then, on a motion duly made and seconded, several enabling votes for the signing of payrolls and contracts, for the acceptance of gifts and the distribution of income, and the authorization for the expenditure of Trust Funds were voted on as a block as follows:

“VOTED: any member of the Corporation or the President, the Chief Financial Officer, the Director of Operations, the Director of Public Services, or the Clerk of the Corporation be, and hereby is, authorized to sign on behalf of the Corporation, bills, special drafts, and payrolls of the Library.”

“VOTED: until the next Annual Meeting, the Chairman, or Vice Chairman, or in the inability of either, any member of the Corporation, and the President, the Chief Financial Officer, the Director of Operations, or the Clerk of the Corporation be, and hereby is, authorized to sign any and all contracts voted to be made by the Board in the name and on behalf of the Corporation and any and all communications in connection with the award of contracts so voted or recommended to be so voted and to authorize payments under contracts so voted.”

“VOTED: until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, the Director of Operations, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts, payments made in recognition for the special services rendered and payments received for the publications and prints executed under library sponsorship and, in connection with the acceptance of the same, to endorse on behalf of the Trustees checks so received, said amounts to be reported to the Board at their next Annual Meeting.”

“VOTED: until the next Annual Meeting, by delegation of the Trustees of the Public Library of the City of Boston, the President, the Chief Financial Officer, the Director of Operations, or the Clerk of the Corporation be, and hereby is, authorized to accept on behalf of the Trustees gifts to be added to funds already established in the General Investment Account, the acceptance of the said amounts to be reported to the Board at the meeting following any such acceptance.”

“VOTED: the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized to cause to be paid to the Rector of Trinity Church for the period from July 1, 1999 to June 30, 2000 income on the Children’s Fund now held in the

custody of the Collector-Treasurer of the City of Boston pursuant to the provisions of the 11th Clause of the will of Josiah H. Benton, as required by the 19th Clause of said will;

and
further,

"VOTED: the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized and directed to cause to be distributed and paid to the Rector of Trinity Church, to be held by said Rector pursuant to the provisions of the 12th Clause of the will of Josiah H. Benton, as defined by the Agreement of Compromise, dated January 15, 1935 and made in connection with the administration of the trust created by such Clause, four-tenths of the income of the Benton Book Fund for the period from July 1, 1999 to June 30, 2000, inclusive, now held in the custody of the Collector-Treasurer of the City of Boston, and to the Trustees of the Public Library of the City of Boston the remaining six-tenths of said income for said period to be applied to the purchases provided in said Agreement of Compromise.

and

"VOTED: the President of the Public Library of the City of Boston, or designee, be and hereby is, authorized and directed to be distributed and paid to the Trustees of the Public Library of the City of Boston the income of the General Investment Account for the period from July 1, 1999 to June 30, 2000."

"VOTED: the President of the Public Library of the City of Boston, or designee, until the next annual meeting, is authorized to spend for any authorized and proper purpose income from those Trust Funds held by the Trustees of the Public Library of the City of Boston, where no specific vote of the Trustees is required by the Trust instrument."

There being no further business, the Annual Meeting of the Corporation adjourned at 8:15 a.m.

Clerk

Please read, initial below and
return to the Clerk

Trustee

TRUSTEES OF THE PUBLIC LIBRARY OF THE CITY OF BOSTON

Minutes of Meeting
Corporation

In Board of Trustees
Tuesday, May 23, 2000

The Regular Meeting of the Trustees of the Public Library as a Corporation was held in the Trustees Room of the Johnson Building at 8:21 a.m.

Present at the meeting were Trustees William M. Bulger, V. Paul Deare, Donna M. DePrisco, Berthé M. Gaines, David McCullough, Joseph E. Mullaney, Angelo M. Scaccia, Pamela Seigle and William O. Taylor.

Also present were BPL President Bernard A. Margolis; Alice Hennessey, Special Assistant to Mayor Menino; Mark Sweeney, First Assistant, Corporation Counsel, City of Boston; John J. Cullinane, Chairman and President, and Marie B. Pettibone, Executive Director, the Boston Public Library Foundation; Vivian K. Spiro, Chair, Associates of the Boston Public Library; Jean Sheikh, Literacy Chair, City-Wide Friends of the Boston Public Library; Erin Hester, Senior Project Manager, Department of Neighborhood Development; Joseph J. Dabek, Director, Consulting Partner, Boston Management Consortium; members of the Library administration and Strategic Implementation Team, staff, public and Friends' Groups.

Chairman Joseph E. Mullaney presiding.

The first item on the order of business was the approval of Minutes for the Regular Meeting of March 14, 2000. On a motion duly made and seconded, the Minutes for the Regular Meeting of March 14, 2000 were approved.

Mr. William O. Taylor, Chairman of the Trustees' Finance Committee, reported that the Finance Committee last met on May 9, 2000. The principal item discussed at that meeting was the investment management services available to the Trustees with a view to its future management, particularly in light of this past year's substantial growth of the Boston Public Library's Trust Funds investment portfolio.

The Committee had invited representatives from the *New England Pension Consultants (NEPC)* for a presentation on managing the Trustees' Trust Funds portfolio, which presently totals over \$50 million, coupled with its recommendations for providing assistance with conducting a search process for a third investment manager for the Boston Public Library's portfolio.

The Chairman reported that the *NEPC* representatives suggested that the Library pursue a strategy of taking a number of incremental steps that would result in an increased expected investment return against benchmark market achievements for the Boston Public Library's portfolio, through the retention of an additional investment firm, which would be tailored to a concentration on Small Cap Equities management.

To further these ends, the Chairman reported that the voting members of the Trustees' Finance Committee had voted to recommend to the Full Board of Trustees retaining *NEPC* to conduct a search process for an additional investment manager, and working in tandem with the Chief Financial Officer, developing a search schedule and timeline to bring forth a recommendation to the Board at the Fall 2000 Trustees' Meeting. On a motion duly made and seconded, it was

"VOTED: that Bernard A. Margolis, President, or designee, be and hereby is, authorized to enter into a contract with New England Pension Consultants, One Main Street, Cambridge, MA 02142 for conducting a search process for an additional investment manager for the Trustees of the Public Library of the City of Boston, at a total cost not to exceed fifteen thousand dollars (\$15,000.00)."

Mrs. Gaines voted opposed.

The President provided background information on the proposed revisions to the establishment of the **Lucy Fields' Endowment for Conservation**, which were donor initiated and related to two requests: that ten percent of the annual interest produced be returned to the principal each year coupled with having the expenditure rate of the Endowment Fund reduced from 6 percent to 5.5 percent.

The President noted that the Trustees' Finance Committee reviewed and recommends to the Full Board of Trustees the aforementioned revisions to the **Lucy Fields' Endowment for Conservation**, which previously had been established by the Board at the January 25, 2000 Trustees' Meeting. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: the Lucy Fields' Endowment for Conservation is intended to provide support for the conservation and care and maintenance of books, works of art, and other media in the collections of the Fine Arts and Print Departments of the Boston Public Library. The Endowment is designed to support the preservation of books, works of art, including prints, paintings and sculpture as well as other media supported and maintained as part of the Library's Fine Arts and Print Department. Funds from the Endowment are available to cover staff, materials and supplies, consultants, and other costs related to the conservation, preservation and care of these collections.

Expenditure of funds is under the direction of the curators of the Fine Arts and Print Departments in concert with general Boston Public Library guidelines. Ten percent of the annual interest produced by the Endowment is to be added to the principal each year. In no year shall more than 5.5 percent of

the Endowment Fund be used for its designated purpose. Any funds not spent in a given year may be carried over for expenditure in the future. In this way, major preservation projects can be undertaken when the available funds in one year are not adequate."

The Chairman provided background information on the proposed renewal of investment counseling services contracts recommending continuation with the Library's two present investment advisors, the **Boston Company** and **State Street Global Advisors**, for a period of twelve months commencing July 1, 2000. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that, the agreement with The Boston Company, One Boston Place, Boston, Massachusetts 02108, for investment counseling services be renewed for the period July 1, 2000 through June 30, 2001, in accordance with the terms specified in the agreement and subject to a satisfactory performance review by the Trustees' Finance Committee

And
further,

VOTED: that, Bernard A. Margolis, President, or designee, be and hereby is, authorized to make payments from time to time as specified in the agreement for the period July 1, 2000, through June 30, 2001, between the Trustees of the Public Library of the City of Boston and The Boston Company, One Boston Place, Boston, Massachusetts 02108, the payments prescribed by said agreement from undistributed income of the General Investment Account if the conditions precedent to such have been fulfilled."

"VOTED: that, the agreement with State Street Global Advisors, Inc., Two International Place, Boston, Massachusetts 02110, for investment counseling services be renewed for the period July 1, 2000 through June 30, 2001, in accordance with the terms specified in the agreement and subject to a satisfactory performance review by the Trustees' Finance Committee

And
further,

VOTED: that, Bernard A. Margolis, President, or designee, be and hereby is, authorized to make payments from time to time as specified in the agreement for the period July 1, 2000, through June 30, 2001, between the Trustees of the Public Library of

the City of Boston and State Street Global Advisors, Inc., Two International Place, Boston, Massachusetts 02110, the payments prescribed by said agreement from undistributed income of the General Investment Account if the conditions precedent to such have been fulfilled."

The Chairman provided background information on the proposed renewal of award for audit services recommending continuation with the Library's present auditors, the public accounting firm of **Creelman & Smith**. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that the President of the Public Library of the City of Boston be, and hereby is, authorized to cause to be paid to the public accounting firm of Creelman & Smith, P.C. from the undistributed income of the Trust Funds, now held in the custody of the Collector-Treasurer of the City of Boston, fees due for audit services related to said Trust Funds."

The President provided background information on the proposed award of a routine operating contract for servicing coin-operated photocopy machines. On a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that the agreement with Statler Associates, Inc., 26 Brighton Street, Suite 202, Belmont, Massachusetts, 02478 for servicing coin-operated photocopy machines, be renewed for the period July 1, 2000, through June 30, 2001, in accordance with the terms specified in the agreement. The price per coin-operated photocopy is \$.0275/each for an estimated 2,500,000 copies per annum."

The President provided background information on the proposed establishment of a **Trust Fund for Sound Archives** noting that the income received was part of the negotiations resulting from the Boston Public Library flood recovery process and would be applied to the establishment and support of the subsequent operations of the **Sound Archives Department** and the services it renders.

Then, on a motion duly made and seconded, and on the recommendation of the Trustees' Finance Committee, it was

"VOTED: that, there be and hereby is, established the Sound Archives Fund in the amount of \$430,072, said gift to be held as a fund until otherwise ordered by the Board, the income to be applied to the establishment and subsequent operations of the Sound Archives Department and the services it renders. These restrictions may be modified or eliminated despite further

contributions to this fund or reliance by any outside party on the original vote."

Mr. Joseph E. Mullaney, Chairman of the Trustees' Capital Projects Committee, announced with regret that Ms. Erin Hester, Project Manager for the McKim Restoration project, would be leaving her position with the Department of Neighborhood Development but it is hoped that a consulting contract would be negotiated to retain her services through the current phase of the McKim Restoration project.

Ms. Hester reported on the status of the **McKim Restoration project, Phase IIB** (Courtyard/McKim Roof) noting that while the project is moving forward there are some minor delays occurring, particularly in light of an incredibly busy construction industry coupled with the untimely delivery of materials, including the shipment of Italian marble and custom-made ceramic roof tiles.

Meanwhile, on the financial front, Ms. Hester reported that the City of Boston has approved a capital budget request for an additional \$500,000 earmarked for construction contingency costs for **Phase IIB**, which is slated for completion in September 2000.

In addition, the architects from **Shepley, Bulfinch, Richardson and Abbott, Inc.** have commenced with the design review process for the **McKim Restoration project, Phase IIC**, which looks not only at the technical side of the design solutions but also the programmatic operational solutions as well. The design review process for **Phase IIC**, which is slated for completion in January 2001, includes much of the remaining spaces of the McKim building, with the exception of the third floor, and will also include the **Sargent Gallery** and the **Cheverus Room**.

The Chairman expressed appreciation to Ms. Hester for an exceptional job as Project Manager for the McKim Restoration project over the past three years and wished her well in her future endeavors.

The President then provided background information on the proposed transfer of \$500,000 from the Trustees' Trust Funds that are earmarked for the **McKim Restoration project** to the City of Boston to permit the Library to partially match the \$15 million State grant for the McKim project. The President noted that this \$500,000 represents the very kind gift of the Boston Public Library Trustees' Chairman Mr. Joseph E. Mullaney. On a motion duly made and seconded, it was

"VOTED: to authorize President Bernard A. Margolis to transfer \$500,000 from the Trustees' Trust Funds that are earmarked for the McKim Restoration Project to the City of Boston to permit the Library to partially match the \$15 million state grant for this project authorized under Chapter 55 of the Acts of 1999."

Mr. William O. Taylor, Chairman of the Trustees' Collections Committee, reported that a meeting was held recently with Mayor Menino, Library and City representatives to view the property located near the Boston Medical Center that is currently being considered as a potential site for the development of the **Boston Heritage Center project**.

The Chairman reported further that the three and one half-acre parcel under consideration for the project would be sufficient to meet the Boston Public Library's and the City's long-term storage, preservation and archival needs. Meanwhile, a Committee is being formed that would include Trustees Angelo Scaccia and William O. Taylor, President Margolis, the Director of the Boston Redevelopment Authority and representatives from the Mayor's Office to bring the project to fruition.

To further this end, the President reported that there is a \$500,000 request in the proposed City FY2001 Capital Budget that is earmarked for the planning and beginning design work for the **Boston Heritage Center project**.

The Board Chairman noted that Mr. Taylor has expressed his full commitment to the successful conclusion of the project in which Mr. Taylor has promised to "stay with the project until the shovel is in the ground". The Chairman added that this project is an extremely significant initiative for both the Library and the City to properly house and preserve the City archives and treasures of the Boston Public Library in a state-of-the-art facility. The Vice Chair thanked Mr. Taylor for his "unwavering perseverance" in this effort.

Ms. Pamela Seigle, Chair of the Trustees' Education Committee, reported that the Education Committee will be meeting next on June 14, 2000 and would be hearing reports from the four Trustees' Education Sub-Committees that have been meeting and working on initiatives, including Reading Promotion, Communications, Collaborative Relationships, and Joint School-Library Staff Development.

In addition, the members of the Committee would be working over the Summer to craft the Education Committee's over-arching goal, which is to establish by the end of this school year, a **Cooperation Agreement** between the Boston Public Library and the Boston Public Schools.

The Chair reported that the **Cooperation Agreement** would be between the Trustees of the BPL and the Boston School Committee and would outline specific action steps to foster meaningful collaborations between the Library, Schools, and among other cultural and educational institutions for the education and enhancement of services for the children of Boston.

Among other special youth initiatives ongoing at the Boston Public Library, Ms. Seigle reported that a video is in development that would extend the reach of the **Reading Readiness program**, which is a preparatory reading program for children ages 4 – 6.

In addition, the highly successful **Homework Assistance program** is piloting the **Online Tutoring program**, which matches Boston middle and high school students with university tutors online and in real-time, and will be integrated into the newly created **Academic Assistance Initiative of the BPL**. Ms. Seigle said that this initiative is being viewed as an integral part of the **After-School program**, which was announced yesterday at a press conference by Mayor Menino.

The Board Chairman underscored the importance of the work of the Education Committee because it highlights the fact that while the Library has many roles it unequivocally is a significant part of the educational system of the City. Further, the Chairman noted that every effort is made to call this to the Mayor's attention in the hope that the Library would be considered as favorably as the Schools are in the allocation of financial resources.

The Chairman provided background information on two requests for room use noting that, in the course of various discussions with staff, it has been conveyed to them that these events would not in any significant way interfere with the regular operations of the Library. Following discussion among the Board, on a motion duly made and seconded, it was

"VOTED: to approve the request by Ms. Sandra O. Moose, Senior Vice President, The Boston Consulting Group for use of Library space in December 2000."

"VOTED: to approve the request by Ms. Katherine McHugh and Ms. Sylvia Salas of Grantmakers for Education for use of Library space in November 2000."

Mr. McCullough voted opposed on both requests.

With regard to the first request, Mrs. Gaines asked if The Boston Consulting Group intends to ask for use of the Library every year thereby establishing a pattern given that the Board approved their request last year. The Chairman noted that The Boston Consulting Group has been significant supporters of the BPL in the past and the Board would need to continue to vote on any future room requests from the BCG.

The Chairman then requested the President to note in the letter to the BCG indicating the Board's acceptance of the request that it is their second request to reflect Mrs. Gaines' concern that it not become a pattern.

President Bernard A. Margolis, in his report to the Trustees, provided a review of the Library's ongoing strategic planning effort recalling that the Boston Public Library has been in the midst of a major change effort and today's report from the *Strategic Implementation Team* is truly the culmination of that planning effort.

The President reported that the *Strategic Implementation Team* has been working both very vigilantly and diligently pulling together information gathered as part of the change process to use the Strategic Statements which were reviewed by the Board and to craft some very specific goals for the Library as reflected in the *Draft Strategic Goals Boston Public Library 2000-2003*.

In addition, the President said that the draft strategic goals, which were shared in advance of the meeting with the Trustees for their review, feedback and ultimate endorsement, build upon the strategic statements that lay the foundation for an ambitious program of specific action items and goals over the next three years.

Ms. Kathleen Kirleis, Chief Financial Officer, serving as facilitator for the presentation on the *Strategic Goals for the Boston Public Library, 2000-2003*, reported that the *Strategic Implementation Team* has structured the review into four sessions, including an introduction and background on the project followed by a presentation on the goals for each of the library's three principal strategies by a member of the team who helped develop them.

Ms. Diane Fay, Supervisor in the Cataloging Department, provided an introduction and overview of the strategic planning effort noting that she was a former member of the *Teaming for Change*, which was a process that started over two years ago and served as the foundation for today's presentation. The *Change Team* was charged with initiating a library-wide planning process to "position our library, our services, and our staff to meet the challenge of providing excellent library service to our very diverse clientele as we enter the 21st century."

For the next year, Ms. Fay said that the 18 members of the *Change Team* solicited input from library staff and the public about the BPL of today and ideas for tomorrow, developed a library purpose statement to complement the mission statement, and identified eight key values which underlie the mission and purpose of the Library.

By the fall of 1999, the *Change Team* had, in addition, developed and presented to the Trustees for their review seventeen statements of strategic direction, which serve as the foundation for the library's strategic goals and offer both immediate and long-term direction for the BPL.

In February 2000, the Library's management team, also serving as the *Strategic Process Team*, consolidated the 17 strategic statements into three principal strategies: to provide and preserve access to information and collections; to be a center for and facilitator of lifelong learning; and to continuously strive for improved service to the public.

In March 2000, Ms. Fay reported that volunteers were solicited from the staff to form a *Strategic Implementation Team (SIT)* in which the 15 staff selected worked with the *Strategic Process Team* to formulate goals for each principal strategy. The *SIT* members were divided into three sub-groups, each charged with looking at a particular

Principal Strategy and drafting SMART goals, which are: specific, measurable, action-oriented, realistic and time-bound, and meet the intent of the strategic statements.

Ms. Mary Frances O'Brien, Curator of Social Sciences, then reviewed the goals for the first principal strategy, which would enable the BPL **to provide and preserve access to information and collections**, including implementation of a library-wide materials security system, development of a Retrospective Conversion Team and Plan, and the coordination of all materials currently stored off-site into one new publicly accessible facility, **The Boston Heritage Center**.

Ms. Susan Birkett, Adams Street Children's Librarian, presented the goals for the second principal strategy associated with having the Boston Public Library **to be a center for and facilitator of lifelong learning**, including having a Children's Librarian assigned to each branch library and a Young Adults Librarian assigned to work within each district, expansion of branch hours, the provision of a separate Young Adults area in every library, and the expansion of mobile library services.

Mr. Paul Rossetti, Supervisor of Inspection and Information Services, presented the goals for the third principal strategy associated with having the Boston Public Library **to continuously strive for improved service to the public**, including the provision of standards and continuous training to maintain and reaffirm the Library's commitment to preeminence in public service, the provision of safe, clean, accessible and inviting library facilities, and working in collaboration with the BPL Foundation to capitalize on external funding opportunities.

Following the presentation, the Board remarked how impressive it is to have this level of staff involvement and commitment to the Library's strategic planning effort. Mr. Paul Deare noted the wonderful vision of the plan, which contemporizes the mission of the institution both technologically and through the mobilization of resources. Ms. Pamela Seigle asked that the Goals be laid out chronologically with the dates for implementation and outcomes clearly defined.

With regard to budgetary impact to carry out the goals, the President responded that the items noted for accomplishment in a one year time frame could be done with existing financial resources proposed in the FY2001 budget, while some of the longer term goals would require additional resources including raising outside resources.

The Chairman then echoed the Board's view that this plan is a good beginning for a process that has long been needed at the BPL and includes **SMART** goals that are measurable and time-bound. The Board endorsed the **Strategic Goals for the Boston Public Library, 2000-2003** and gave the "go full-steam ahead" to proceed with the implementation of this ambitious plan. The Chairman then requested the Clerk schedule a semi-annual review of the strategic goals at the January 2001 Trustees' Meeting.

The President had placed in the Trustees' folders copies of **The Boston Public Library Report of Gifts and Grants, May 1999 – April 2000**, and following the

tradition at the Annual Meeting, invited several Curators report on a few notable and significant acquisitions which were added to the rich collections of the Library during the past year and on display in the Trustees' Room.

Ms. Diane Ota, Curator of Music, reported on the donation of a collection of music materials from **William D. Crawford**, music engraver for the Oliver Ditson Company in Boston at the turn of the Century; donation by English music editor **Simon Fleming** of 4 volumes of his edition of music by English composer **Charles Avison**; acquisition of Samuel Coleridge-Taylor (1875-1912), **Bon-Bon Suite**; and \$10,000 raised by the Associates of the BPL \$10,000 to restore and clean three manuscripts in the Music Department's special collections.

Ms. Roberta Zonghi, Keeper of Rare Books, shared with the Board a number of newly acquired rare items, including a leaf from a **Medieval Manuscript, French, ca. 1480**, which can be used by staff as a sample of a medieval manuscript in outreach activities to the schools; a letter and manuscript signed quote dated 1902 by **Booker T. Washington** acquired for the **African Americana Collection**; purchased for the **Galatea Collection, St. Basil. Operum, 1547**; and on display a recent acquisition entitled **Rare Books of China**, elephant folio, limited edition- 41 of 100.

Ms. Mary Frances O'Brien, Curator of Social Sciences, reported that the BPL was the recipient of two substantial gifts to supplement its historical business collection: Mr. **Sherman Starr** of Boston donated long and unbroken runs of business related taxation periodicals; and the **John Hancock Company** donated its periodical holdings from the **Actuarial Society of America, 1891-1995** that later merged into **Transactions**.

The President provided an update on the Library's proposed FY2001 State Budget noting that with thanks to the support of some key legislative leaders the House budget included an additional \$1.2 million for the **Library of Last Recourse**. Meanwhile, budget discussions are underway at the State House on the FY2001 State budget.

On the City Budget front, the CFO reviewed the proposed FY2001 Operating and Capital Budgets, which the Mayor submitted to the City Council and Library officials presented to the City Council on May 5, 2000. The CFO said that once the City of Boston has an official budget for FY 2001, the Library's budget would be made available to the Trustees.

Ms. Ruth Kowal, Director of Operations, provided an update on the ongoing activities in the branch libraries. With reference earlier to the BPL as a center for and facilitator of lifelong learning, Ms. Kowal said that public lectures and public education have always been a feature of American life and this tradition is alive and well in the branches of the BPL. A sampling of some lectures presented in the branches during May 2000 included: **The Splendor of the Tall Ships**; **The Life and Art of Georgia O'Keefe**; and **Molasses: From the Slave Trade to the Great Flood**.

Ms. Kowal noted also that this continuing education takes place in the form of exhibitions as well. A sampling of exhibitions presented in the branches during May 2000 included: Sicilian *Religious Processions*; *Chaos and Complexity*; and *Community Equinox: A Celebration of Spring*.

Ms. Kowal presented background information on a proposed new policy relative to the handling of accumulated leave for management and exempt employees. The policy is designed to address longstanding concerns with regards to how management and exempt employees have accumulated leave. Following discussion among the Board, on a motion duly made and seconded, it was agreed to table the motion to further study the proposed policy on annual leave carryover for management and exempt employees.

Mr. John J. Cullinane, Chairman and President of the Boston Public Library Foundation, expressed appreciation to everyone who made the BPL Foundation's **Spring Gala 2000** celebrating the *Treasures of the Boston Public Library* a spectacular success which brought rejuvenation to the Foundation while raising over \$1.5 million for the restoration of the historic McKim Building.

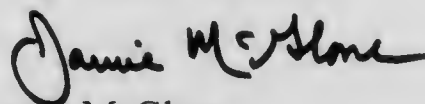
The Chairman welcomed and introduced Ms. Marie B. Pettibone, recently appointed Executive Director of the BPL Foundation, who remarked that it is a great privilege to be partnered with an extraordinary and vital institution such as the Boston Public Library and looks forward to the opportunity of working with a dedicated Board of Trustees and Library Staff.

Ms. Vivian K. Spiro, Chairwoman of the Associates of the Boston Public Library, reported on the outstanding success of the **Twelfth Literary Lights Dinner**, featuring keynote speaker **Robert B. Reich**, which was held at the Boston Park Plaza Hotel on April 16, 2000. The proceeds from this event will provide funds for the preservation of the Special Collections of the Boston Public Library.

Ms. Spiro welcomed everyone's participation in an upcoming ambitious program of events sponsored by the Associates including: a lecture this evening by Cape Cod Naturalist **Robert Finch** who will read from his latest collection of nature writings entitled *Death of a Hornet: And Other Cape Cod Essays*; and a **Children's Literary Lights program** planned for the Fall in September 2000.

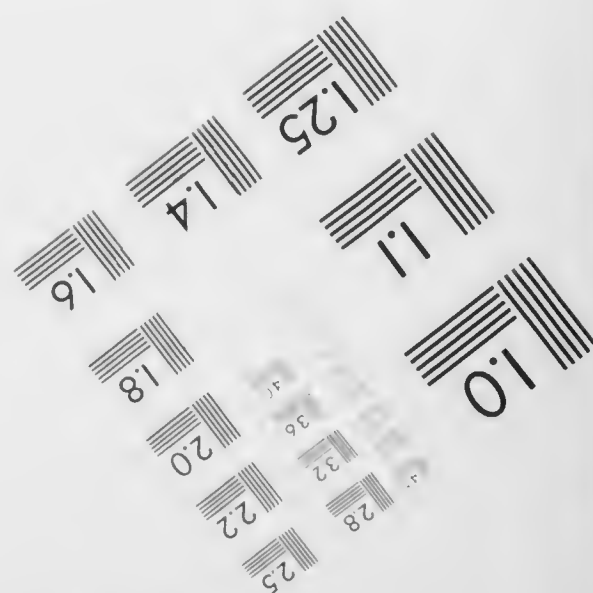
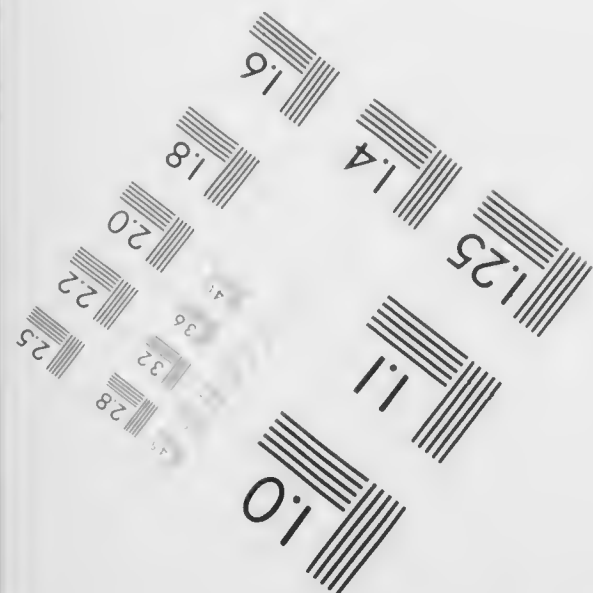
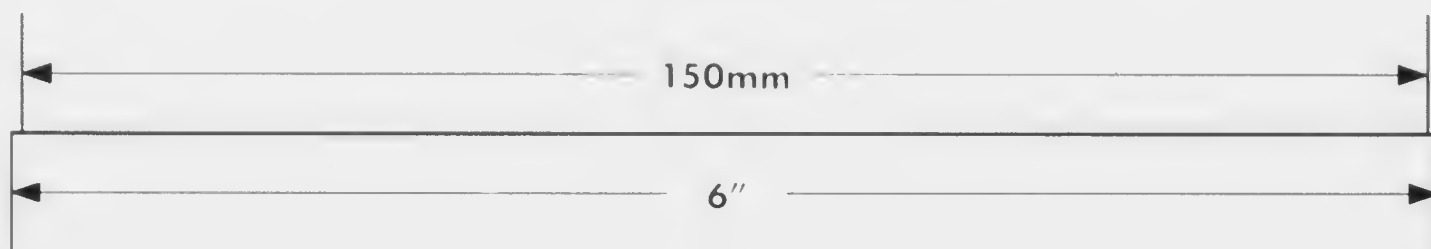
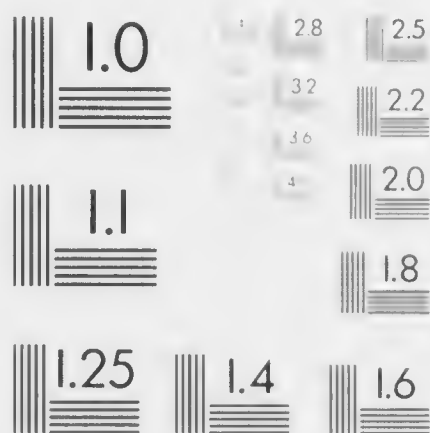
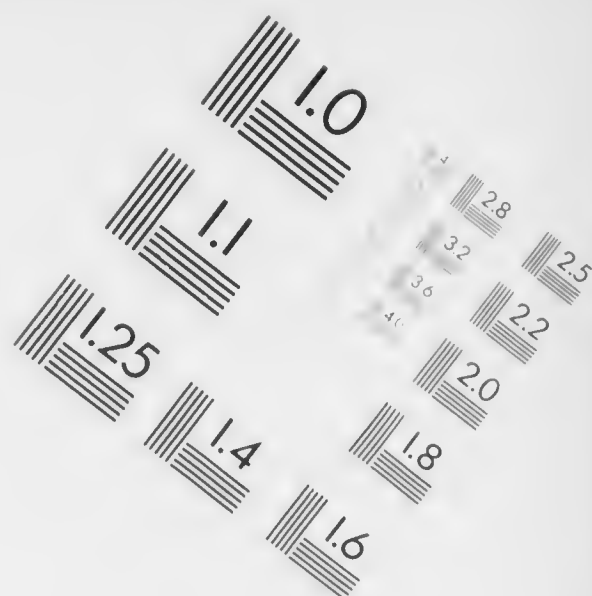
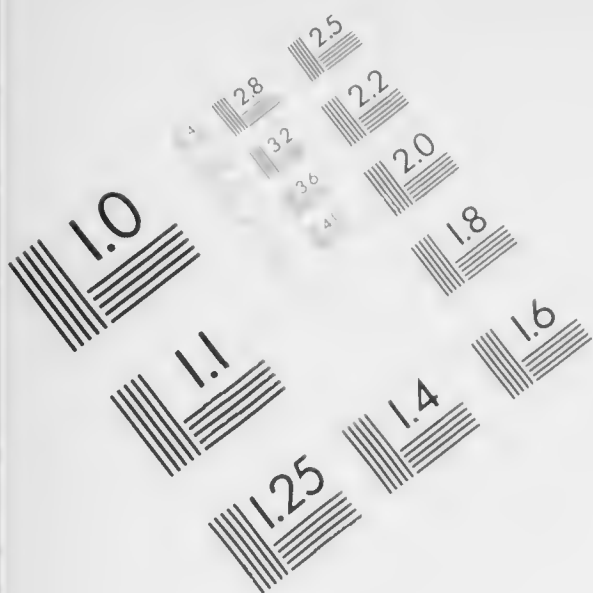
There being no further business, the Board voted to go into a recess of the Corporate Meeting at 10:20 a.m.

Respectfully submitted,



Jamie McGlone
Clerk to the Trustees

IMAGE EVALUATION TEST TARGET (QA-3)



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